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ABSTRACT

The kit and flyer examine library photocopy operations, including services, personnel, equipment, and financial management practices by member institutions of the Association of Research Libraries (ARL). To find out about these operations, ARL surveyed its 112 members, and received 93 replies. Forty-nine academic libraries (58%) described their photocopy operations to be "run/operated under library administration." Nineteen academic libraries (22%) described operations as "run/operated by their university administration." Twelve academic libraries (14%) described them as run by a third party vendor with some revenue returned to the library. The survey requested additional information only from the 49 libraries who ran their own photocopy operations. It was determined that 27% of the respondents prepared a mission statement concerning photocopy use. Only 33% of the library-managed photocopy operations are staffed all hours the library is open. Two-thirds of the respondents provide self-service copying with no staff present for a low of 12 hours per week to a high of 69 hours per week. Ninety percent of the respondents allowed debit card payments. Ninety-two percent allowed departmental charges. Twenty-two percent allowed patrons to charge to an individual account. Reported revenue from cash was a low of 1% and a high of 85%. Percent from debit cards was a low of 32% and a high of 100%. Departmental charges averaged 20% to 30% of revenue. Among the libraries who allowed debit cards, an average of 67% of their total revenue was derived from card use. Forty-five of forty-nine libraries reported their photocopy operations to be self-supporting, paying for staff salaries and other expenses from generated revenue. Money remaining after expenses was generally put to use to purchase new photocopy equipment (80%). Fifty-three percent of the libraries are permitted to use excess photocopy revenue outside the photocopy unit. Seventy-three percent of respondents indicated that they had a plan for equipment replacement; 39% indicated the existence of funds for this purpose. Twenty-nine percent advertised their photocopy services in campus newspapers, bulletin boards, or other sources outside the library. When asked to rank seven current issues for their importance to photocopy operations, respondents selected copyright and preservation as most important, followed by ADA compliance, recycling, document delivery, and resource sharing. Examples of library operating budgets, photocopy machine statistics, services and pricing, and advertising are provided. (Author/MAS)

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 209

Library Photocopy Operations
July 1995

ED 385 287

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ASSOCIATION OF RESEARCH LIBRARIES

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SPEC
SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 209

Library Photocopy Operations
July 1995

Introduction

Photocopy services are a vital support operation in university and research libraries. Library users expect to be able to quickly and easily make their own copies of library materials for research, teaching, and study needs. This SPEC Kit examines library photocopy operations, including services, personnel, equipment, and financial management practices.

Surveys were mailed to 112 ARL member institutions; 93 were returned, for an 83% response rate. It should be noted from the start that library photocopy operations are characterized by many University-specific business practices, and reflect the larger institution's way of accounting for administrative expenses, handling cash, charging fees for services, and creating contractual and purchasing arrangements with vendors. The seven non-academic ARL libraries responding to the survey presented responses quite different in support and service activities from those responses from academic libraries. Because of these differences, these seven responses were not considered in preparing the documentation for this kit. One library returned the survey with responses from a non-print reprographics department only. The following analysis therefore began with 85 responses from academic libraries.

Survey Results

The organization of photocopy services may take several forms. Forty-nine academic libraries (58%) described their photocopy operations to be "run/operated under library administration." Nineteen academic libraries (22%) described their photocopy operations as "run/operated by their university administration." Twelve academic libraries (14%) described their photocopy operations as run by a third party vendor with some revenue returned to the library. Five academic libraries (6%) described their photocopy operations as run by a third party vendor with no revenue returning to the library.

From the group of 12 libraries whose photocopy services were operated by a third party vendor with some revenue returned to the library, the basis for calculating the amount of money given the library was included in the contract with the vendor, and was previously negotiated or included as a factor in an RFP (Request for Purchase), depending on local institutional practice. Methods mentioned for determining revenue returned were percentages of gross receipts, or a set number of cents per copy. Four of these 12 respondents noted a different rate for coin and debit card revenue.

The survey requested additional information only from the 49 academic libraries who ran their own photocopy operations.

Library Operated Photocopy Services

Like any service operation, photocopy services benefit from establishing a mission statement and giving thought to how the photocopy operations contribute to the goals and objectives of the library. Library users have definite expectations about the ease of producing a photocopy, and the services provided by a successful photocopy operation can be a significant factor in students' and researchers' perceptions of the library. The survey found that 27% of the respondents had prepared a mission statement.

Given library users' quick displeasure with photocopy problems, it is somewhat surprising to note that only 33% of these academic library-managed photocopy operations are staffed all hours the library is open. Two-thirds of the survey respondents provide self-service copying with no photocopy staff present for a low of 12 hours per week to a high of 69 hours per week.

Debit cards are becoming increasingly the method of choice in many universities for students to pay for services, and photocopy services are no exception. Advantages include convenience for the student, and on the university or the library's part, transaction paperwork is simplified, labor costs are saved, and the necessity for handling large numbers of coins is reduced. Ninety percent of the respondents allowed debit card payments. Ninety-two percent allowed departmental changes. Twenty-two percent allowed patrons to charge to an individual account.

Revenue: Reported percentage of revenue derived from these sources varied widely. Percentage of revenue from cash was a low of 1%, and a high of 85%. Percent from debit cards was a low of 32% and a high of 100%. Only two of the

49 academic libraries reported a greater percent of their revenue derived from cash than from debit cards. Departmental charges averaged 20% to 30% of revenue. Percent of revenue from individual charges was a low of 1% and a high of 32%, but only three libraries reported that individual charges made up more than 10% of their total revenue. Among the libraries who allowed debit cards, an average of 67% of their total revenue was derived from card use.

Of the 49 academic libraries, 45 reported that their photocopy operations were self-supporting, paying for photocopy staff salaries and other expenses from generated revenue. Remember that these 49 libraries chose to run their own photocopy operations; it could be assumed that ones that could not support themselves or were a continual drain on the libraries' resources were contracted out or outsourced. University expectations and definitions of a self-supporting activity also vary. Some are charged a share of the general institutional administrative expenses as well as their direct operating expenses. Some are expected to accumulate reserve funds for equipment replacement. Some universities expect a share of any excess income to be transferred to a general fund. It is crucial that library photocopy managers understand the overall budget policies set by the University administration.

Expenses: In the survey responses, most of the academic libraries report expenditures for staff salaries, student wages, equipment purchases/leasing, supplies, and service contracts. Expense categories less likely to be considered were utilities, rent or space costs, travel and staff development.

Money remaining after expenses was generally put to use to purchase new photocopy equipment (80%). Other uses of this excess revenue included computer equipment, library staff photocopies, and office furniture. Fifty-three percent of the libraries are permitted to use excess photocopy revenue outside the photocopy unit. Reported uses were computers, other library operating expenses, reducing deficits in other library accounts, fax machines, student wages for reshelving, and books. Four academic libraries reported that any excess revenue was returned to a University account outside the library. Again remembering that these academic libraries chose to run their own photocopy operations, it is gratifying to note that only one library reported no money remaining after expenses.

Equipment: Seventy-three percent of respondents indicated that they had a plan for equipment replacement; 39% indicated that they had a fund for this purpose. Responses for equipment lease or purchase varied widely, with both practices in use at most libraries. Forty-one percent of respondents reported service or maintenance agreements in use for all equipment. Coin boxes or debit card readers were most likely to be excluded.

Since these academic libraries reported self-managed and mostly self-supporting photocopy operations, it was expected that service agreements would be important. A photocopy machine is only producing its anticipated revenue when it is fully operational. Downtime is money, as well as a true irritant for photocopy users. Eighty-eight percent of respondents indicated that their service agreements included a time frame within which the service must respond. Thirty-five percent indicated that their service agreements included a maximum downtime that required the service to replace a machine that was not able to produce copies, or a coin or card attachment that would not accept coins or cards. Library photocopy managers have noted that service companies are seeking to contain their costs by decreasing the number of trained service technicians or by enlarging a technician's assigned territory. A year's worth of statistics and a service call log are important when it comes time for contract renewal.

Marketing: Twenty-nine percent of respondents advertised their photocopy services in campus newspapers, bulletin boards, or other sources outside the library. User satisfaction surveys were undertaken by 31%. When asked to rank order seven current issues for their importance to photocopy operations, respondents selected copyright and preservation as the most important. ADA compliance, recycling, document delivery, and resource sharing were of moderate importance. Outsourcing was definitely less important to survey respondents, but since the 49 responding libraries were already operating photocopy services on a self-supporting basis, the group probably already selected itself out of an outsourcing decision.

Issues & Trends

Although not addressed in this survey, the authors' experiences with photocopy services contracted out or otherwise assigned oversight outside the library raise some cautionary questions. Even if a library has made the decision to assign the responsibility elsewhere, the opportunity for review and evaluation of this important service must be maintained. Any RFP or other procurement strategy should be reviewed by library administrators to establish an understanding of the importance of the service to the library. The sharing of photocopy revenues received between the vendor and the library is a concept that should never be foregone without discussion. Even if a library has assigned photocopy machine maintenance and service to a vendor, the library usually continues to incur expenses for pick-up, sorting, and reshelving of photocopied materials, for repair of bound volumes damaged in copying, and sometimes even for student workers who replenish paper in the machines. The authors encourage library administrators to examine the terms of these vendor agreements and to insist on explanations that are clear and defensible.

This Kit and Flyer were compiled by Robert A. Almony, Jr., University of Missouri-Columbia and Frances O'Brien, University of Illinois at Urbana-Champaign, and were prepared as part of the OMS Collaborative Research/Writing Program.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Library Photocopy Operations

A SPEC Kit compiled by

Robert A. Almony, Jr.
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and

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July 1995

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The ARL Office of Management Services has served the library community for over twenty years with programs and publications geared toward improving performance in library management. The SPEC program was established in 1973 to identify expertise and encourage its exchange among library staff through an on-going survey and review process. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

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Kit 209

Library Photocopy Operations
July 1995

Table of Contents

Survey Results 3

Mission Statements

Virginia Polytechnic Institute and State University
Photocopy Auxiliary: Statement of Goals and Priorities 17

Proposals

Temple University
Conversion, Information Brokerage and Reprographic Services 21

Operating Budgets

University of California–Irvine
Annual Recharge Rate Review–Quantitative Analysis 39

University of California–Riverside
93/94 Proposed Operating Budget (Recap) and Markup Rate 41

Emory University
Copy Service Income and Charges: July 1993–June 1994 43

University of Houston
Monthly Sales Analysis July 1994 45

University of Miami
Revenue Collected from All Library Photocopiers in 1993/94 47

University of Missouri–Columbia
Summary Statement in Whole Dollars as of 06/30/94 49
Ellis Library Copy Service: 1994/95 Budget 53
Dollar amounts and Percentage of Total Sales by Category 55
Dollar amounts and Percentage of Total Sales by Hour of the Day 56
Copy Service Comparative Statistics 57

University of Oregon
General Ledger Statement of Account 61

University of Texas at Austin
Photoduplication Revolving Account 63

University of Wisconsin–Madison
1994-95 Budget and Five-Year Forecast for 1995-2000 65

Photocopy Machine Statistics

University of California–San Diego
Library Photocopy and Microfiche Exposure Statistics 69
Public Printer Statistics (by Machine Location) 71
Quarterly Public Service Photocopy Statistics 72
1993/94 Microfiche Copies by Library 73

Dartmouth University
1993/1994 Usage Statistics by Machine 75

Emory University
Annual Comparison of Machine Use and Fiscal Summaries: Copy Services and Microforms 77

Iowa State University
Coin Op Stats 1993/94 79

Kent State University
Yearly and Monthly Public Copier Usage Report 83

University of Miami
Number of Copies Produced on All Library in 1993/94 85

University of Missouri–Columbia
Copy Service Statistics for December 1994 87

North Carolina State University
Monthly Count of Photocopies Produced–June, 1994 89

University of Southern California
Micrographics Copyroom Statistics (July, 1993 – June 1994 91

University of Toronto
Monthly Operating Statistics 93
Coin-Op Monthly Report 94
Photocopy Booths–Monthly Operating Statistics Summary 95
Photoduplication Services: Yearly Statistics 96

Services & Pricing

University of Arizona
Services Offered by the University Library Photocopy Centers 99

University of California–Irvine
Library Additional Services 1994/1995 101

University of California–Los Angeles
UCLA Reprographic Service 103

University of California–Riverside
Proposed FY 93/94 Recharge Rates or Pricing Structure 105
Printing the Results of a Database Search at the Copy Center 106

University of California–San Diego
Library Photocopy Rates Effective September 1, 1994 109

Duke University
Photographic Services 111

Emory University
Copy Card Options 113
What to Charge (for Staff-Assisted Copying) 114
Rates for Library Staff Personal Copying 115

University of Houston
University of Houston Copy Prices 117
Library Copy Services Price Schedule 118

University of Michigan
Photocopy Services in the Graduate Library 119

University of Missouri–Columbia
Ellis Library Copy Service Price List 121

University of Nebraska
Photocopying in the Libraries 123

University of New Mexico
Zimmerman and CSEL Copy Center Price List 125

North Carolina State University
D. H. Hill Library Photocopy Prices 127

University of Southern California
Reprographics Price Sheet 129

Syracuse University
Copy Services, 014 E.S. Bird Library 131

University of Texas at Austin
The General Libraries Photocopy Price List 133

University of Toronto
Photocopying in the Library 135

Virginia Polytechnic Institute and State University
Documents on Request: Document Delivery Service 137

Advertising
University of Delaware 141
McGill University 143
University of Missouri–Columbia 145

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: Susan Jurow, Director/OMS
Robert Almony, Assistant Director of Libraries, University of Missouri-Columbia
Frances O'Brien Painter, Deputy Director, University of Illinois at Urbana-Champaign

DATE: August 10, 1994

RE: SPEC Survey and Call for Materials on Library Photocopy Operations

This survey seeks information on library photocopying operations within ARL member libraries. We wish to compile baseline data on these important support services, to look at policy and methods of operation, and to examine financial management practices. The survey form would best be completed by the individual responsible for photocopy services, personnel, equipment, and supplies. Please answer these questions for the 1993/94 fiscal year, July 1, 1993 to June 30, 1994, or your institutional equivalent to the "last fiscal year".

Please answer all questions. Your response to each item is important to us. If you wish to comment on an questions, or to qualify your answer, use the margin, write on the back, or attach a separate piece of paper. If you have any comments, concerns, or questions, please contact us.

We realize that this is an area with many University-specific business practices. Please let one of us know if you have any questions. We appreciate your patience as we work to analyze the survey data to be useful to a varied audience.

Return the survey and copies of documents to Robert Almony, Assistant Director of Libraries, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. You may reach Bob via email (ellsbob@mizzou1.missouri.edu) or by phone (314/882-4701), and you may reach Frances via email (fpainter@uiuc.edu) or by phone (217/244-4358). **We would appreciate your response to this survey by September 9, 1994.**

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202 296 8656 FAX 202 872 0884

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

SPEC SURVEY - PHOTOCOPY OPERATIONS

Contact Person:_____ Title:_____

Library/Institution: _____

Phone: _____ Fax: _____ E-Mail:_____

Please answer these questions for the 1993/94 fiscal year, July 1, 1993 to June 30, 1994, or your institutional equivalent to the "last fiscal year".

Is your photocopy operation:

49 a) run/operated under library administration?

15 b) run/operated by a "leased" third party with a "commission" to the library?

18 c) run/operated by either your university administration or university business services (NOT administered by the library)?

5 d) run/operated by a third party with NO commission to the library?

IF "A" above, please complete the rest of this survey.

IF "B" above, what is the basis of calculation for the "commission" you receive? _____
Please stop here and return the survey.

IF "C" or "D," please stop here and return the survey.

♦ Documentation

Please enclose a copy of: a) your fee schedule
b) statistics you keep on a regular basis

♦ Planning, Budgeting, and Financial Management

1. Does your photocopy operation have a written mission statement or service policy?
   14 yes 36 no
   PLEASE ENCLOSE RELEVANT DOCUMENTATION

2. Do you submit a budget with estimated revenue and expenses for review and approval?
   17 within the library
   21 outside the library
   19 we do not submit a budget
   PLEASE ENCLOSE RELEVANT DOCUMENTATION

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3. How may patron pay for copies? (CHECK ALL THAT APPLY)

51 cash
46 debit cards
47 charge to departmental account
11 charge to individual account
14 other (Please describe)_____

4. What percent of your revenue is derived from these resources?

31 %cash
67 %debit cards
14 %charge to departmental account
8 %charge to individual account
8 %other_____

5. Is your photocopy operation self-supporting (i.e. the operation pays for its own salaries and other expenses from revenue taken in).

47 yes 4 no

6. What was your revenue for 1993/94? $ average = $393,375
range = $57,541 - $1,397,959

7. What were your expenses for this same period? (Do not include replacement or additions)

$ average = $315,850 range = $102,241 - $1,198,172

8. Does this expense figure include:

salaries for staff	38 yes	no
wages for student assistants	38 yes	no
equipment payment/leasing	42 yes	no
utilities	5 yes	no
rent or other space cost	3 yes	no
travel & staff development	18 yes	no
supplies	49 yes	no
service contracts	48 yes	no

9. How do you use any money remaining after expenses?

___for use within the photocopy unit
40 equipment
38 new services
20 other (please list)_____

___for other library use outside the photocopy unit
27 equipment
23 other (please list)_____

5 money remaining is returned to a University account outside the library

4 we have no money remaining after expenses

10. How many photocopies were made in the 1993/94 fiscal year? average = 5,469,184
range = 1,861,000 - 14,997,931

♦ **Staffing**

11. What position is responsible for photocopy operations? _____

12. To what position does this individual report? _____

13. What is your photocopy staffing (FTE)?
___library staff ___student assistants

14. Is your photocopy operation staffed all hours the library building is open?
18 yes 34 no

If no, how many hours in an average week during the academic term is photocopy NOT staffed? 30 hours **average**
range = 9 - 69

♦ **Equipment and Maintenance**

15. How many public use photocopy machines do you have? 32 **(avg.)**
How many are coin operated only? 7 **(avg.)**
How many accept debit or charge cards only? 20 **(avg.)**
How many accept both? 21 **(avg.)**

16. How many machines do you have for photocopy staff use only? 6 **(avg.)**

17. Do you have a plan for equipment replacement?
38 yes 14 no

18. Do you regularly contribute to a fund for equipment replacement?
20 yes 31 no

19. Are your photocopy machines 29 leased? 41 purchased?

What manufacturer? _____
(If more than one, state your primary manufacturer)

20. Are your coin boxes and/or debit card machines 12 leased? 41 purchased?

What manufacturer? _____
(If more than one, state our primary manufacturer)

21. Do you have service or maintenance agreements for all equipment?
44 yes 8 no

If no, what is excluded? _____

22. Do your service or maintenance agreements include a time within which the service must respond? 46 yes 5 no

23. Do your service or maintenance agreements include a provision for "down time"?
21 yes 31 no

24 Do your service or maintenance agreements include a maximum "down time" or other measure that requires the service to replace a machine that is not able to produce copies, or a coin or card attachment that will not accept coins or cards?

18 yes (How many hours? ___) 33 no

15.6 (avg.); range = 4 - 72; mode = 4

25. What provisions in your service or maintenance agreements have been most useful to your service? PLEASE ADD A SHEET OR USE THE BACK OF THIS PAGE FOR RESPONSE

♦ **Services**

26. What services or products do you offer?

52 self-service photocopying
38 photocopying done by copy staff
46 microform photocopying (producing a paper copy)
28 microform duplicating (producing another microform)
20 fax service
19 document delivery on campus
15 document delivery off campus
15 color copying
23 other (please specify)_____

PLEASE ENCLOSE RELEVANT DOCUMENTATION

27. Do you advertise or promote your services in campus newspapers, bulletin boards, new employee orientation, or other places outside the library?

16 yes (PLEASE ENCLOSE PROMOTIONAL MATERIALS) 35 no

28. Are there services you wish you could offer, but do not at present? Please describe briefly. PLEASE ADD A SHEET OR USE THE BACK OF THIS PAGE FOR RESPONSE

29. Do you survey library users or customers of your photocopy services to measure satisfactions, ask for suggestions, etc.?

16 yes (PLEASE ENCLOSE SURVEY FORM) 36 no

30. Please rank these issues from 1 (most important) to 7 (not very important) as to their importance to YOUR photocopy operation.

Ranking: (averages)

resource sharing agreements	4.8	document delivery	3.9
copyright	1.9	outsourcing of copy service	6.3
recycling	3.7	ADA compliance	3.5
preservation	2.6		

For the issues you ranked number 1 and number 2, what actions are you taking now, or plan to take in the next year? PLEASE ADD A SHEET OR USE THE BACK OF THIS PAGE FOR RESPONSE

Please send your surveys and copies of documents directly to:
Robert Almony, Assistant Director of Libraries, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149

Question 11: Position Responsible for Photocopy Operations	Question 12: Head/Photocopy Operations Reports to:
Financial Officer	Director, University Information Enterprises
Administrative Associate	Assistant Dean for Human Resources and Finance
Library Cashier's Office/CompuCopy Technician	Assistant to the Dean
Photocopy Supervisor	Circulation Dept. Head
Supervisor of Copy & Word Processing Services	Library Business Manager
Library Clerk II	Manager Bookstacks
Management Services Officer	Financial Manager
Management Service Officer	Liaison to Public Service Council
Management Service Officer	Associate University Librarian
Head, Business Services	AUL Administrative & Public Services
Assistant Head, Access Service	Director, Member Services
Administrative Services Specialist	Administrative Services Librarian
Library Supervisors in Access Services	Head of Access Services Department
Unit Supervisor	Department Head, Circulation and Access Services
Copy Service Supervisor	Department Manager
Accountant	Associate Librarian
Division Head, Automation & Technical Support	Chief Librarian
Fiscal/Administrative Support Specialist	Library Fiscal Office
Foreman, Library Copy Service	Assistant to the Director
Head, Photoservices	AUL for Administrative Services
Clerk IV	Head, Resource Sharing
2 Electronic Technicians	Equipment Repair & Public Access Services Manager
Service Specialist	Associate Director, Administrative Services
Head of Document Services	Associate Director for Public Services
Administration Officer/Administrative Assistant	Director of Libraries/Administrative Officer
Committee (Library, Bookstore, Purchasing)	Assistant Vice President of Finance
Senior Staff Assistant	Assistant Director
Administrative Associate-Manager	Business & Finance
Copy Services Supervisor	Administrative Assistant -Administrative Services
Library Manager	Department Head
Administrative Assistant	Assistant Director
Head Microforms/Photocopy-Library Specialist	Chair of General Service
Copy General Manager	Assistant to the Dean
Head of Administrative Services	Director
Supervisor	Associate Director for Administration
Chief Clerk, Photocopy Operations	Accountant
Sr. Lib. Tech. Asst., Head of Microform & Media Room	Head, Access Services
Library Copy Service Coordinator	Head, Access Services
Union position and Financial Admininstrator	Director of Administrative Services
Business Administrator and Director of Admin. Services	Dean of Libraries
Library Supervisor I	AUL for Research & Undergraduate Services
Administrative Services	Dean of Libraries
Head-Micrographics	Head of Government Documents
Head, Media Services	AUL for Public Services

Duplication Services Supervisor	Head, Auxiliary Services
Senior Administrative Associate	Assistant Director for Facilities & Support Services
Supervisor (Library Technician)	Manager, Financial & Administrative Services
Library Assistant	Head of Circulation
Copier Technician	Library Business Officer
Auxiliary Manager	Library Accountant
Program Assistant III	Associate Director for Public Services

ARL SPEC Survey on Photocopy Operations, Fall 1994

Total Volumes	Questions #10 Total Copies	#6 Revenue	#7 Expenses	#13A FTE Staff	#13B FTE Students	#15A Public Copies
6,800,000	5,102,110	$454,504	$485,244	3	8	20
6,700,000	9,562,205	$833,416	$681,097	6	10	81
6,400,000	10,000,594	$848,143	$891,436	7	2.75	36
6,400,000	14,997,931	$1,397,959	$1,098,172	9	10	73
5,400,000	3,211,833	$180,057	$153,617	1.25	2.5	19
5,100,000	6,317,710	$516,097	$298,273	2.5	1	40
5,000,000	4,000,000	$243,660	$206,348	2	3.2	25
4,100,000		$361,670	$310,591	1	5	44
4,000,000	7,500,000	$487,788	$453,000	5	8	55
3,450,000	8,000,000	$641,637	$584,613	8.14	2	35
3,350,000	11,028,000	$783,107	$598,289	2	8	82
3,300,000	3,000,000	$175,140	$175,140			14
3,100,000	5,500,000	$393,315	$243,000	7	7	23
3,000,000	3,975,431	$152,900	$112,917			17
2,950,000	6,500,000	$405,553	$310,510	2	18	48
2,800,000	10,708,131	$818,625	$490,000			52
2,700,000	5,027,426	$394,854	$411,495	1	2	22
2,600,000	4,700,135	$360,000	$317,600	3	5.5	30
2,600,000	1,861,000	$156,430	$149,314	2		12
2,600,000	4,000,000	$346,612	$204,280	5	3	
2,600,000	4,086,875	$312,705	$194,402	3.5		30
2,450,000	2,530,384	$229,653	$113,753	0.75	2.5	31
2,300,000	3,300,000	$290,000	$277,000	3.3	0.5	16
2,300,000	8,250,000	$330,000	$295,000	1	18	16
2,250,000	8,209,126	$209,000	$203,000	1.25	2	48
2,250,000	6,000,000	$660,000	$580,000	2.5	9	53
2,200,000	2,614,428	$188,299	$179,423	3	3.5	13
2,200,000	3,644,484	$185,671	$110,407	1		28
2,150,000	1,962,667	$57,541	$132,553			20
2,150,000	5,000,000	$185,000	$145,000	2	4	21
2,100,000		$274,897	$201,321		4.5	27
2,100,000	2,694,347	$214,699	$119,434	2		25
2,100,000	11,072,400	$435,400	$307,700	3	1	42
2,100,000	6,400,000	$463,000	$250,000	0.8		44
2,000,000	3,306,623	$208,683	$153,769	1	1.5	23
2,000,000	6,680,505	$292,948	n/a	4	2.5	28
2,000,000	5,024,533	$478,489	$509,644	2	3.3	27
2,000,000	2,443,267			0.1		24
2,000,000	"lots"	$309,486	$283,553	2	5	13
1,900,000	2,602,689	$125,000	$86,000	1		11
1,900,000	2,253,235	$326,210	$326,210	2	4	28
1,900,000	2,726,302	$168,086	$118,004			13
1,900,000	7,834,254	$424,128	$281,849	3	13	23
1,850,000	5,835,826	$332,176	$330,206	3	1	23
1,750,000	4,822,400	$369,000	$369,000	3.5	1	
1,700,000	3,945,886	$203,235	$141,750	1	1.69	22
1,700,000	3,335,702	$109,549	$102,241	1	6	24
1,600,000	8,607,405	$506,126	$685,795	3	2.5	39
1,500,000	4,519,081	$376,237	$344,383	3	6.5	25
AVERAGES:		$379,514	$312,840	2.8	5.1	31.2

Note: Volume numbers rounded off for anonymity

B. If your photocopy operation is run/operated by a "leased" third party with a "commission" to the library, what is the basis of calculation for the "commission" received?

$16,666 per month commission, based upon volume of 5,000,000 copies.

$.02 per copy on $.07 copies, and $.05 per copy on $.10 copies.

20% of gross revenue.

6% of net on first $10,000 or revenue, up to 45% of net on revenue above $50,000.

Flat $.02 per copy.

19. 53% of respondents use leased photocopiers
82% of respondents use purchased machines

The following companies were reported in the survey:

20 respondents Xerox

9 respondents Canon, OCE

6 respondents Ricoh

5 respondents Savin

4 respondents Kodak, Minolta, Sharp

2 respondents Mita

1 respondent Lanier, Ozalid, Toshiba

20. 24% of respondents use leased coin boxes/debit card machines
80% use purchased machines.

The following companies were reported in the survey:

12 respondents XCP

9 respondents Danyl, Copicard

2 respondents CDP, OCE, Xerox

1 respondent Access Controls, ACT, All-Data, Ardac, CDT, Coinco, Coin-Ricoh, CP, DAC, Diie, General Motors, Harco, ICS, ITC Systems, Sac, SEM, Sharp, Vondamot, S.J. Wells

30. Averages are ranked from most important to least important:

Issue	Ranking Average
Copyright	1.9
Preservation	2.6
ADA Compliance	3.5
Recycling	3.7
Document Delivery	3.9
Resource Sharing Agreements	4.8
Outsourcing of copy services	6.3

QUESTION #26: SERVICES AND PRODUCTS OFFERED

INSTITUTION	SELF SERVE	DONE BY STAFF	MICRO-FORM COPIES	MICRO-FORM DUPES	FAX SERV.	DOCUMENT DELIV. CAMPUS	DOCUMENT DELIV. OFF CAMPUS	FULL COLOR COPIES
Arizona	1	1	1			1	1	
Auburn	1	1	1					
Boston	1	1	1					
Brigham Young	1	1	1			1		1
British Columbia	1	1	1	1	1	1	1	1
Brown	1							1
Cal-Irvine	1	1	1	1	1	1	1	
Cal-Los Angeles	1	1	1					1
Cal-Riverside	1	1	1	1	1			
Cal-San Diego	1	1	1		1	1	1	1
Dartmouth	1	1	1			1	1	
Delaware	1	1	1	1				
Emory	1	1	1					
Georgetown	1	1	1					
Georgia	1	1	1	1		1	1	
Guelph	1	1		1	1			
Hawaii	1		1					
Houston	1	1	1	1	1			
Iowa State	1	1	1		1		1	
Johns Hopkins	1	1	1	1	1	1	1	
Kent	1		1	1		1		
Maryland	1	1	1	1				1
MIT	1		1	1	1	1	1	
McGill	1							
Miami	1		1		1			
Michigan	1	1	1					1
Michigan State	1	1	1	1	1			1
Minnesota	1	1	1					1
Missouri	1	1	1	1	1	1	1	1
Nebraska	1	1	1	1	1	1		
New Mexico	1	1	1	1	1			
NY Univ.	1		1	1				
N. Carolina St.	1	1	1	1	1			
Oklahoma	1	1	1	1				
Oklahoma State	1	1	1	1				
Oregon	1	1						1
Pennsylvania	1		1	1		1		
Princeton	1	1	1	1		1	1	1
Purdue	1		1					
Rutgers	1	1	1	1	1	1	1	
South Carolina	1	1	1	1			1	
Syracuse	1	1	1		1			1
Tennessee	1		1	1		1		
Texas	1	1	1	1	1			
Toronto	1	1				1	1	1
Tulane	1		1		1			
Vanderbilt	1		1					
Virginia Tech	1	1	1	1	1	1	1	
Wisconsin Lib.	1	1	1	1		1		
Totals:	49	37	44	27	20	19	15	14
% Offering:	100.0%	75.5%	89.8%	55.1%	40.8%	38.8%	30.6%	28.6%

Responding Institutions

University of Alberta
University of Arizona
Arizona State University
Auburn University
Boston Public Library
Boston University
Brigham Young University
University of British Columbia
Brown University
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
Center for Research Libraries
University of Chicago
University of Colorado
Colorado State University
Columbia University Libraries
Dartmouth College
University of Delaware
Duke University
Emory University
University of Florida
Florida State University
Georgetown University
University of Georgia
Georgia Institute of Technology
University of Guelph
University of Hawaii
University of Houston
Howard University
Univ. of Illinois at Urbana-Champaign
University of Iowa
Iowa State University
Johns Hopkins University
Kent State University
University of Kentucky
Laval University
Louisiana State University
McGill University
McMaster University
University of Manitoba
University of Maryland
University of Massachusetts
Massachusetts Institute of Technology
University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
National Agricultural Library
University of Nebraska-Lincoln
University of New Mexico
New York University
University of North Carolina
North Carolina State University
Northwestern University
University of Notre Dame
Ohio State University
University of Oklahoma
Oklahoma State University
University of Oregon
University of Pennsylvania
Pennsylvania State University
Princeton University
Purdue University
Rice University
University of Rochester
Rutgers University
University of Saskatchewan Libraries
Smithsonian Institution Libraries
University of South Carolina
University of Southern California
Southern Illinois University
Syracuse University Library
Temple University
University of Tennessee
University of Texas
Texas A&M University
University of Toronto
Tulane University
Vanderbilt University
University of Virginia
Virginia Polytechnic Inst. & State Univ.
University of Washington
Washington University
University of Waterloo
Wayne State University
University of Western Ontario
University of Wisconsin-Madison

SYSTEMS AND PROCEDURES EXCHANGE CENTER

MISSION STATEMENTS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

Photocopy Auxiliary

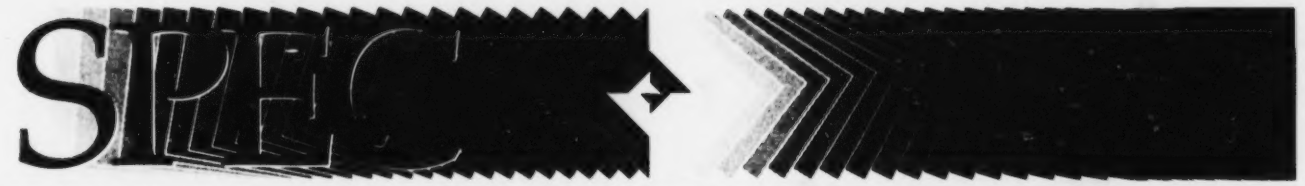
Statement of Goals and Priorities

Goals Statement

Photocopy Auxiliary is to provide superior service to our patrons by providing prompt, courteous, knowledgeable assistance at all times. Our goals are to minimize the "down-time" of copier equipment, assure prompt turn-around time in materials brought to Photocopy for copying, to maintain the State, University, and Library standards in our handling of funds, and to maximize the convince of services to our patrons.

Priorities to Attain Goals

* *Provide consistent, and diligent staffing of the Photocopy Office*
* *Management is to make all efforts to maintain copier quality and rapid response by service contractor*
* *Encourage suggested new services and procedures*
* *Train personnel to handle not only the day to day operational procedures, but also emergency and extra-ordinary occurrences*
* *Provide staff with competent decision making skills and empower them to use those skills*
* *Set work load priorities and produce a schedule for completion of individual tasks*
* *Promote and maintain a high-level of professionalism*
* *Encourage outside training by all staff members*
* *Encourage interaction and cooperation between Photocopy and other Library and University units*



SYSTEMS AND PROCEDURES EXCHANGE CENTER

PROPOSALS

Conversion, Information Brokerage and Reprographic Services

(CIBaRS)

A Proposal to the

RISK CAPITAL INCENTIVE FUND FOR INNOVATION

Submitted by

John G. Zenelis
Associate Director of Libraries

for the Central Library System

This proposal was developed by John G. Zenelis in collaboration with Joseph Zucca, Assistant to the Director of Libraries and includes the contributions of several members of the Central Libraries System staff.

CONTENTS

SECTION		PAGE
ABSTRACT		i
I.	Statement of Purpose	1
II.	Overview	1
III.	Description of Service	3
	Data Conversion Services	3
	Digital to Print	3
	Print to Digital/Digital to Digital	3
	Telefacsimile	4
	Publication Styling	4
	Information Brokerage	4
	Fast Copy Article Service	4
	Document Delivery	5
	Consultative Services	5
	Reprography	5
	Photoduplication	5
	Instructional Materials Duplication	5
	Photographic Products	6
IV.	Administration	6
V.	Fees	6
VI.	Facilities	6
VII.	Implementation Time Table	7
VIII.	Equipment	7
IX.	Start-Up Costs	7
X.	Financial Plan	9
Appendices		12

ABSTRACT

The Central Library System seeks to establish a cost recovery service to provide data conversion facilities and to mediate many aspects of information retrieval that are now separately serviced. The Conversion, Information Brokerage and Reprographics Service, or CIBaRS, will bridge the gap that separates users of information and the hard-to-access informational resources that are the foundation of research, study and business. In one facility, CIBaRS will integrate the latest technologies and a considerable information base, consisting of the University's Libraries and centers of research along with an array of information providers outside of Temple. The variety of services available through CIBaRs will be extensive, providing access to a potentially unlimited range of resources, including:

- Bibliographic citations, full text and tabular data retrieved from all publicly accessible databases;
- Software in the public domain;
- Data converted from print-to-digital and digital-to-print formats;
- Documents, in any format, duplicated in machine-readable, paper or microform copy;
- Journal articles from rapid commercial document delivery firms;
- Two way telefacsimile transmission (fax-mailbox service);
- Photo reproductions of graphic materials, photoprints, slides, maps, etc.

Nearly any document request will be accepted, whether for a press photo of Shibe Park or a list of citations culled from a compact disk and loaded onto a floppy. If an item cannot be supplied from the Libraries' information base or other resource on campus, the service will provide the expertise and systems to locate an appropriate vendor and mediate in the supply process.

The CIBaRS' clientele will be similarly unrestricted. In addition to serving the Libraries' traditional users, CIBaRS will structure its services and fees to appeal to the growing market for information outside the University. Thus, while expanding the reach of information access, the service will tap the inherent power of library resources to generate income. Such initiatives are being successfully undertaken by a growing number of research libraries and private entrepreneurs.

The proposal seeks $80,300.00 to fund the salaries of 2 FTE staff, requisite equipment, site renovation and advertising. Income from the service will be dedicated to initial operating expenses, with residual income applied, in the first three years to replenishment of the Incentive Fund. If in this period a viable service cannot be established, salaries and equipment will be absorbed into previously existing library operations and any remaining obligation to the Fund will be satisfied from the Libraries' budget.

I. STATEMENT OF PURPOSE

This proposal focuses on a number of dis-integrated information access capabilities in the University Libraries and seeks to establish, in a single service, a staff mediated, expedited system for retrieving potentially any form of information in hard copy, or machine-readable formats. The service, to be known as CIBaRS (for Conversion, Information Brokering and Reprographics Services) will operate on a cost recovery basis. CIBaRS will employ the latest technologies for converting data from one medium to another; microcomputers, telefacsimile and a variety of storage media will be employed to link the service, its users and a host of information providers in a network dedicated to information exchange. A broad variety of services will be offered through CIBaRS and its access to research materials will be the most comprehensive yet available. A full profile of proposed services is presented in section III.

II. OVERVIEW

CIBaRS is based on one operative principal of the Information Age: It is impossible to own even a significant percentage of what is in print. The money and space required to keep up with current information output outstrips the resources of even the most well endowed University. However, it is not necessary to own what can be borrowed, legitimately replicated, or purchased on demand through fees. These are realities guiding the success of many research libraries, and not a few private entrepreneurs, that are providing value-added information services. What such services provide are computers, software and peripheral technologies to retrieve information and make it available in printed, machine-readable, or graphic formats.

The larger goal of CIBaRS is to streamline and broker the many connections that make up the access process. The University presides over an impressive wealth of information, contained in scholarly databases, research centers, and numerous libraries. The Central Library System alone holds 1.6 million volumes, subscribes to 14,000 serials, maintains an online catalog with over .5 million records and provides some form of public access to the world's two largest bibliographic databases, RLIN (the Research Libraries Information Network) and OCLC (Online Computer Library Center). What is less well known about the Libraries are the 6,000,000 newspaper clippings and photographs in its special collections; the 1,000,000 pieces of microfilm; the 441,000 government documents; the 88,000 maps; and the 16,000 audio materials; to say nothing of the 350 or so online and compact disc databases routinely used to retrieve citations, text and tabular data.

In such an environment, traditional self-service approaches to information delivery are too narrow in scope to encompass the variety of available resources. To gain effective advantage from an information base this large and complex, faculty, students and the general public require the mediating services of properly trained staff equipped with the right mix of technologies. CIBaRS' aim is to create a seamless process for users to access all the information at the University's disposal.

The CIBaRS proposal simplifies and broadens access to information, while tapping the inherent capacity of the University's information base to generate new sources of income. What the University community will derive for a fee is an array of services dedicated to fast, comprehensive access to many resources available nowhere else within the institution, such as

data conversion services -- computer based capabilities that support the growing applications of machine readable resources, such as databases on optical discs, image scanning, etc.;

centralized reprographic facilities to integrate copy services for a variety of print and graphic media;

telefacsimile transmission services, with a fax-mail delivery system;

journal article services providing staff mediated access to commercial article suppliers -- the most expediant way of securing publications not available within the University;

In addition to the faculty's frequently expressed interest in a service like CIBaRS, there is ample evidence that a strong market for these services exists outside the University. CIBaRS will therefore develop opportunities for brokering information services in the larger business community. Space does not permit an exhaustive listing of libraries currently providing some form of service analagous to CIBaRS, but a representative sample includes: Columbia, Rutgers, Drexel and Wayne State Universities, the Universities of Minnesota, Michigan, and Arizona State, George Washington University, and Northwestern.

The structure of this proposal is such that funding CIBaRS is nearly a risk free proposition for the University. The equipment and personnel attached to CIBaRS (outlined in section X) can be absorbed into the Libraries' existing operations and services after the first three years if the service fails to take hold.

III. DESCRIPTION OF SERVICE

Data Conversion Services.

A variety of storage media are used to contain and manage information. New methods of storage, developed to respond to the information explosion, make the printed word an ever more remote commodity, despite our continuing dependence on it. Ours is not yet a paperless society, but the computer is relentlessly imposing changes in the way research, study and business are conducted. Presenting information in the desired form of output is a problem of the new technologies. There is a consequent demand for service that provides seamless access to data. The data conversion component of CIBaRS combines several different functions, each involving the electronic transformation of data for the delivery of information. The particular capabilities included in the proposal are as follows.

Digital/Print

The Libraries' CD-ROM database systems, which provide access to abstracts and indices, are rapidly expanding in line with the accelerated growth of information applications of optical disc technology. CIBaRS will support CD-ROM services by providing printed output of search results recorded by users on floppy discs. The Libraries are currently providing, on a temporary basis, limited print capabilities, but their budgetary impact makes continuation unfeasible.

Printed output from all publically accessible online databases will also be made available. This represents a significant amount of information stored in digital form from such sources as the Libraries' online catalog; OCLC (Online Computer Library Center) and RLIN (the Research Library Information Network of RLG) -- major bibliographic/textual databases; NTIS (National Technical Information Service) Database; and scores of other online services used in retrieving citations, full texts, tabular data, and recorded holdings of other libraries.

Print to Digital/Digital to Digital Conversion

Optical technologies and computer applications employing them will continue to grow and shape the information environment. CIBaRS will therefore provide print to digital conversion service for transferring information in printed form to machine-readable storage media. This element of conversion services will make it possible to create files consisting of graphic material from any paper source -- a photograph, chart, article, even an illuminated page from the Libraries rare book collection -- and integrate them with text files in separate software systems. The publishing applications are numerous, and as varied as the imagination. The service will also convert information from one digital source to another using a number of popular software packages such as Word Perfect, Lotus, Aldus PageMaker and others.

Telefacsimile

Although a telefacsimile capability exists in the Paley Library, budgetary constraints confine its application to interlibrary loan activity. The Temple community has yet to realize the full benefit of this technology whose function in commercial settings is commonplace. Installation of an independent telefax capability, will enhance local document access and provide a sophisticated source for information transmission to and from off campus locations. CIBaRS will provide in addition to fax personalized "boxes" for fax transmitted copy and pickup.

Publication Styling

Library staff are currently developing, for internal use, a desktop publishing capability and understand the potential of this new technology for the dissemination of information. Offering this capability, in some way, to our user group is consistant with the data conversion services offered by CIBaRS. Its feasibility will therefore be explored.

Information Brokerage

Fast Copy Article Service

The market for fast access to journal articles is rapidly growing, encouraged by commercial providers of this service, and the inability of libraries to purchase the thousands of serials that are today in print. The Institute of Scientific Information and University Microfilms are two examples of vendors specializing in the delivery of full text copy from thousands of journal titles. These services can be effectively used, with the Libraries' mediation, to procure virtually any periodical article in the full range of academic disciplines. CIBaRS will function as a broker between vendor and researcher to facilitate the proper selection of article service, the placing of orders, and the final delivery of copy. Researchers who require access to the most currently published research will be unfettered by copyright limits, since the major article suppliers pay all applicable royalties. CIBaRs users will also benefit from discounted rates, which articles firms make available to their institutional clientele.

To businesses and industries in the Philadelphia region, CIBaRS will offer a similar form of fast copy article service. The information base will consist of commercial providers, where their services are applicable, but the bulk of articles will be furnished from the holdings of the University Libraries. Current levels of interlibrary loan demand for Temple holdings indicates that a value-added service in this field will prove lucrative.

Document Delivery Services

Direct delivery of books and articles to faculty offices is a service frequently requested by instructors. Document delivery provides a link to several descrete access services in a single telephone call. CIBaRS will retrieve materials, when necessary make photocopies and deliver requested items anywhere on main campus. If the Libraries cannot provide a title from their collections, CIBaRS will institute the appropriate interlibrary loan or article service request and deliver materials upon receipt.

Consultative Services

One of the resources that CIBaRS can broker draws upon local expertise in data and information management. Currently under study is a consultative service that would provide assistance in database organization, creation and design of small libraries and reading rooms, and administration of information services. In cases where the Libraries cannot provide their own professional services, CIBaRS would develop a liaison with an appropriate external information manager on behalf its clients.

Reprography

Photoduplication

The service will provide expedited photoduplication from materials in all library collections regardless of format. Duplicating facilities for materials in microform are in particularly high demand and currently limited staffing and the complexity of equipment are hampering the fullest possible access to information in microform. The speed of mediated processing from on-site copy will substantially decrease the access time for faculty and researchers.

Instructional Materials Duplication

The Service will honor large volume duplicating requests and package materials in anthological form for course reserves. Instructors are increasingly looking to commercial copiers (e.g. KINKOS) for this service. The Libraries can provide the same capabilities with greater convenience to faculty, at a lower cost to students and, **within secure limits of prevailing copyright law** (see Appendix B). The service will retrieve materials for duplication, obtain copyright clearance when necessary, copy, bind, and deliver materials to reserve in one transaction.

Photographic products

CIBaRS will be able to reproduce materials in the Libraries' Photojournalism and Special Collections, and the archives connected with the University's Center for Public History. In-house and contract services for print, slide and microform reproduction will be provided.

IV. ADMINISTRATION

The Access Services Department will administer CIBaRS. This organization unites all library functions relating to materials access, including circulation, collection maintenance, microforms, periodicals, course reserve and interlibrary loan.

The service will be supervised by a senior support staff position to provide day-to-day administration and supervision of operations, including completion of requests; oversight of financial receipts and deposits; ordering of supplies; care of equipment; staffing the service point; and hiring and supervising student personnel who will carryout all routine processing.

The service will honor requests submitted in person, by telephone, electronic mail (via BITNET), and telefacsimile. Temple affiliates may submit orders for any component service regardless of institutional status. Orders will also be honored from non-Temple sources, though a separate fee structure will apply (see V. Fees).

Where feasibile CIBaRS will provide twenty-four hour turn around on orders. Materials will be delivered via campus mail, or held for pickup. The Libraries will submit copyright clearance requests to the Copyright Clearance Center and remit all user paid royalties to publishers as negotiated. No copy services will be rendered if a request falls outside fair use requirements and clearance is denied.

V. FEES

Fees will be structured to ensure full cost recovery for immediate operational expenditures, and to provide a reasonable return to the Libraries and University. A 10% minimum rate of return above cost will be the base objective for the final fee structure. Services rendered for non-Temple clients will be assessed a 25% surcharge.

VI. FACILITIES

A space in the Paley Library has been identified which meets the appropriate physical requirements of the service: at least 300

VI. FACILITIES (cont.)

square feet of floor space; easy public accessibility; and integration with units administered by Access Services. The proposed location will require few renovations (see section IX).

VII. IMPLEMENTATION TIME TABLE

The service will require several months lead time to acquire the necessary equipment; complete site renovation; recruit staff; and perform advance advertising. Anticipated startup date of the service array is fall 1989.

VIII. EQUIPMENT

Photocopier.....	1 Unit; document feeders; collators; reduction/enlargement.
Microforms Copier.....	1 Unit; 35mm film copier
Microcomputer.....	1 Unit; modem; 360KB half height floppy drive. 1 Unit; 43MB fixed drive; 1.2MB & 360KB floppy drives
CD-ROM Drive.....	1 Unit
Laser Printer.....	1 Unit
Punch & Bind Machine....	1 Unit; 12 inch; ring binding supplies
Telefacsimile Machine...	1 Unit; Group III device
Optical Scanner.....	1 Unit; OCR software

IX. START-UP COSTS

The total funding sought is $80,300.00: For a detailed break down of this figure see Appendix A. This sum consists of two parts. The first, totaling $25,750, will be dedicated to capital expenditures i.e. initial costs for fixed assets. The remaining monies will be used as a reserve to guarantee operating outlays (for staff, equipment maintanence, supplies and telephone services) during the initial year of service. As income accumulates, it will be directly applied to these operating expenses; the reserve will remain intact.

It is projected that CIBaRS first year income will leave a $43,550. deficit. This amount represents the approximate risk capital required for this venture. Net income generated in the succeeding two years will satisfy CIBaRS financial obligation to the Incentive Fund.

However, should the service fail to meet its financial goals, reimbursement to the Incentive Fund can be made from the Libraries general budget. If CIBaRS succeeds, the University will receive the benefits of a capital generating operation within one of its budget units; if the service folds, normal staff attrition and equipment depreciation will enable the Libraries to absorb the capital outlay into the realm of existing services with no adverse effects to library operations or the Incentive Fund. There are no losers in funding CIBaRS.

X. FINANCIAL PLAN

Within its existing service structure, the Libraries' support several services which derive a limited amount of income from users. These are services that share an affinity with CIBaRS or in some cases will be subsumed by CIBaRS. Thus their current financial receipts form, in part, the basis of the income projections below.

The income generating potential of new programs is more difficult to assess. The projections assume certain realistic bench marks based on what is known about service volume in other institutions with similar programs, and our knowledge of the user population at Temple. In this regard, certain facts about the University are significant: Temple is a multi-campus institution serving a large, highly mobile, non-resident body of students and faculty, many situated in geographically remote extension programs. It is known that a clientele with these demographics is the most difficult to reach with traditional self service information systems. With effective advertising and promotion, it should therefore be possible to tap what is potentially a high volume demand for brokered information and data access, particularly where the emphasis is on high tech service. Accordingly, the income projections assume appreciable service demand.

The tables on the following pages give income and expenditure projections for the first three years of service.

First Year: 1989 - 1990

INCOME		EXPENDITURES	
Data Conversion	$ 8,000.	Staff	$34,800.
Information Brokerage	$ 5,000.	Advertising	$ 3,000.
Reprographic Serv.	$25,000.	Equipment purchase/lease	$23,250.
		Equipt./maint.	$ 4,000.
		Supplies/etc.	$12,000.
		Work in process	$ 2,500
		Telephone	$ 1,500.
		Other	$ 500.
Total	$38,000.	Total	$81,550.
Balance			($43,550.)
Incentive Fund Replenishment			0.

Second Year: 1990 - 1991

INCOME		EXPENDITURE	
Data Conversion	$16,000.	Staff	$37,500.
Information Brokerage	$11,000.	Advertising	$ 2,000.
Reprographic Serv.	$50,000.	Equipment purchase/lease	$ 2,500.
		Equipt./maint.	$ 4,000.
		Supplies/etc.	$15,500.
		Telephone	$ 2,000.
		Other	500.
Total	77,000.	Total	$64,000.
Balance			$13,000.
Incentive Fund Replenishment			$13,000.

Third Year: 1991 - 1992

INCOME		EXPENDITURES	
Data Conversion	$21,000.	Staff	$50,000.
Information Brokerage	$15,000.	Advertising	$ 2,500.
Reprographic Serv.	$78,500.	Equipment purchase/lease	$ 4,000.
		Equipt./maint.	$ 5,000.
		Supplies/etc.	$20,000.
		Telephone	$ 2,000.
		Other	$ 500.
Total	$114,500.	Total	$84,000.
Balance			$30,500.
Incentive Fund Replenishment			$30,500.
Net Balance			$ (50.)

APPENDIX A/START-UP COSTS

Capital Expenditures

Equipment

Photocopier (purchase/lease)	$ 6,500
Microform copier	$ 6,000
Microcomputer/printer/software	$ 3,500
CD-ROM Drive	$ 900
Punch and Bind Machine	$ 350
Optical Scanner	$ 3,500
Telefacsimile Machine	$ 2,500

Renovation

Service point construction	$ 1,000
Shelving installation	$ 300
Computer cabling	$ 200
Electrical	$ 500
Telephone	$ 500
Total	**$25,750**

Operating Expenditures

Personnel

Full-time staff (with benefits)	$25,750
Student personnel	$ 7,800

Advertising/Promotion

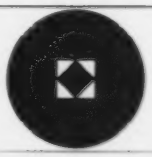
Announcements, circulars etc	$ 2,500
Advertising University publications	$ 1,000
Equipment Maintanence	$ 4,000
Supplies/Stationary/etc.	$12,000
Telephone Service	$ 1,500
Total	**$54,550**
Total Funding Sought	**$80,300**

Contributions In-Kind

Administrative overhead (.5 FTE)	$14,600
Furniture	$ 1,000
Total (excluding space)	**$15,600**

SYSTEMS AND PROCEDURES EXCHANGE CENTER

OPERATING BUDGETS

ASSOCIATION OF RESEARCH LIBRARIES  OFFICE OF MANAGEMENT SERVICES

University of California - Irvine

ANNUAL RECHARGE RATE REVIEW – QUANTITATIVE ANALYSIS

Department Name:	LIBRARY COPY SERVICE	Prepared By:	VICTOR CESARIO
Account/fund Number:	729060-68030 268030-68030	Tel.Number:	X6841
Current Year: 1993/1994	New Fiscal Year: 1994/1995	Date:	AUGUST 15, 1994

ANNUAL EXPENDITURES	Current year Actual	New Fiscal Year Projection	Explain Differences
Personnel			
Sub-1&2: Salaries	$ 95,808.50	$125,000.00	SCIENCE LIBRARY
Sub-6 : Employee Benefits	$ 506.09	$ 1,000.00	SCIENCE LIBRARY
Supplies & Expenses			
Sub-3	$276,588.59	$300,000.00	SCIENCE LIBRARY
Equipment & facilities			
Sub-4	$305,257.43	$350,000.00	SCIENCE LIBRARY
Others	$ 7,634.93	$ 10,000.00	SCIENCE LIBRARY
Total Expenditures	$685,795.54	$786,000.00	SCIENCE LIBRARY
ANNUAL REVENUE			
Prior Year Balance	$237,711.60	$123,095.76	SCIENCE LIBRARY
Recharges			
Sub-9 : on-campus recharges	$ 90,631.44	$ 92,000.00	SCIENCE LIBRARY
Sales & Services			
(ON-CAMPUS NON-RECHARGE INCOME)	$415,494.57	$450,000.00	SCIENCE LIBRARY
Subsidy:			
From: Account 601082- Fund 19900	$65,053.69	$120,904.24	SCIENCE LIBRARY
Total Revenue	$808,891.30	$786,000.00	LOWER PRIOR YEAR BALANCE
NET OPERATIONS	$123,095.76	$	SCIENCE LIBRARY

Sec. 703-13
Exhibit E
7/93

93/94 PROPOSED OPERATING BUDGET (RECAP) AND MARKUP RATE

ENTERPRISE: RIVERA LIBRARY – COPY CENTER

	93/94 Budgeted $	93/94 Budgeted FTE	93/94 Projected $	93/94 Projected FTE	Variance	Proposed 94/95 $	Proposed 94/95 FTE	NOTES
SALES VOLUME	$107,206		$104,900		($2,306)	$105,000	0.50	(1)
DIRECT EXPENSES:								
Account/Fund: 5-724500-66030								
SUB 1 - Admin. Assistant, Step 5	$12,510	0.50	12,087	0.50	$423	$12,510	0.50	(2)
SUB 2 - Library Assist. II (Students)	$10,196	1.00	$11,500	1.00	(1,304)	$11,500	1.00	(3)
Potential 5% Mid Year Range (1-1-95)						313		
	$10,196	1.00	$11,500	1.00	($1,304)	$11,813	1.00	
Sub 3 - S&E OVERHEAD (See Attached)	$65,047		$54,462		$10,585	$57,185		
10% Administrative Fee			$5,327			$5,500		
	$65,047		$59,789		$10,585	$62,685		
Sub 4 - EQUIPMENT (Lease of 2 Copiers) See Attached	$14,953		$14,953		$0	$14,953		
Sub 6 - BENEFITS	$4,500		$4,500		$0	$4,500		
TOTAL ANNUAL OPERATING COSTS:	$107,206	1.50	$102,829	1.50	$9,704	$106,461	1.50	
INCOME – Account/Fund								
Cash 5-266030-66060-0	$49,675		$55,000		($5,325)	$57,500		
Recharge 5-724500-66030-9	$7,531		49,900		7,631	47,500		
	$107,206		$104,900		$2,306	$105,000		(1)
OPERATING SURPLUS	0		$2,071			($1,461)		
ACCUMULATED EARNINGS								
July 1 - Beginning Balance	$20,773		$20,773			$22,844		
Plus Current Year Surplus (Deficit)	0		2,071			($1,461)		
June 30 Ending Balance	$20,773		$22,844			$21,383		
MARKUP RATE CALCULATION								
Total Operating Expenses			$102,829			$106,461		
Less: Cost of Services Sold (Sub 3 & 4)			($74,742)			(77,638)		
COSTS TO BE RECOVERED THRU MARKUP			$28,087			$28,823		
% MARKUP ON COST OF GOODS SOLD			37.58%			36.84%		

NOTES:

(1) Sales volume for 93/94 was overstated by 2.15%.

(2) Temporary 3.5% salary reduction for 93/94.

(3) Additional student assist hours were necessary.

(4) A decline in sales volume also reflected a decline in supplies and expenses.

University of California - Riverside

Emory University

FILE:ST9394
COPY SERVICE INCOME AND CHARGES: JULY, 1993 - JUNE, 1994

	1993-94	1992-93	% CHANGE
TOTAL INCOME CARD REGENERATOR	$108,603.00	$82,470.00	31.7%
TOTAL INCOME (CASH)	$29,006.40	$25,535.98	13.6%
TOTAL INCOME (COINS)	$27,630.31	$30,329.17	-8.9%
TOTAL ILL DEPOSITS	$6,058.65	$5,242.30	15.6%
TOTAL INCOME (CASH AND CHECKS)	$171,298.36	$143,577.45	19.3%
TOTAL DEPOSITS	$172,903.74	$139,707.31	23.8%
TOTAL CHARGES	$21,648.50	$21,152.37	2.3%
TOTAL INCOME (CASH/CHECKS/CHARGES)	$192,946.86	$164,729.82	17.1%

	JULY 1993	AUGUST 1993	SEPTEMBER 1993	OCTOBER 1993	NOVEMBER 1993	DECEMBER 1993
TOTAL INCOME CARD REGENERATOR	$5,032.00	$4,787.00	$9,657.00	$11,195.00	$14,397.00	$7,122.00
TOTAL INCOME FOR MONTH (CASH)	$1,544.26	$1,775.93	$4,299.05	$3,195.98	$3,625.35	$1,968.99
TOTAL INCOME FOR MONTH (COINS)	$1,472.45	$1,215.90	$2,931.86	$3,728.95	$3,017.80	$2,459.55
TOTAL ILL DEPOSITS	$210.45	$424.65	$451.35	$456.20	$583.05	$511.50
TOTAL INCOME (CASH AND CHECKS)	$8,259.16	$8,203.48	$17,339.26	$18,576.13	$21,423.20	$12,158.24
TOTAL DEPOSITS FOR MONTH	$9,873.92	$7,997.45	$16,793.45	$16,753.74	$22,158.76	$13,527.66
DIFFERENCE (DEPOSITS - INCOME)	$1,614.76	($206.03)	($545.81)	($1,822.39)	$1,535.56	$1,469.42
TOTAL CHARGES FOR MONTH	$4,326.80	$845.60	$2,130.70	$1,883.07	$1,547.55	$1,143.86
TOTAL INCOME (CASH/CHECKS/CHARGES)	$12,585.96	$9,049.08	$19,469.96	$20,459.20	$23,170.75	$13,201.90

	JANUARY 1994	FEBRUARY 1994	MARCH 1994	APRIL 1994	MAY 1994	JUNE 1994
TOTAL INCOME CARD REGENERATOR	$7,897.00	$11,780.00	$11,733.00	$13,133.00	$8,064.00	$5,806.00
TOTAL INCOME FOR MONTH (CASH)	$2,197.23	$2,434.37	$2,324.34	$2,665.55	$1,471.00	$1,504.75
TOTAL INCOME FOR MONTH (COINS)	$1,664.40	$2,873.35	$2,959.20	$3,239.05	$1,253.15	$918.65
TOTAL ILL DEPOSITS	$574.80	$407.35	$387.75	$477.40	$699.90	$874.25
TOTAL INCOME (CASH AND CHECKS)	$12,333.43	$17,495.07	$17,404.29	$19,515.00	$9,488.05	$9,003.25
TOTAL DEPOSITS FOR MONTH	$12,462.83	$17,311.07	$17,349.04	$19,546.45	$9,626.10	$8,503.25
DIFFERENCE (DEPOSITS - INCOME)	$129.40	($184.00)	($55.25)	$31.45	$138.05	($500.00)
TOTAL CHARGES FOR MONTH	$1,681.65	$1,530.25	$1,590.25	$1,384.79	$1,719.18	$1,864.80
TOTAL INCOME (CASH/CHECKS/CHARGES)	$14,015.08	$19,025.32	$18,994.54	$20,899.79	$11,207.23	$10,868.05

MONTH-BY-MONTH COMPARISON

	1993-94	1992-93	% CHANGE
JULY	$12,585.96	$9,935.62	26.7%
AUGUST	$9,049.08	$8,628.09	4.9%
SEPTEMBER	$19,469.96	$18,919.82	2.9%
OCTOBER	$20,459.20	$17,921.44	14.2%
NOVEMBER	$23,170.75	$18,262.75	26.9%
DECEMBER	$13,201.90	$11,556.15	14.2%
JANUARY	$14,015.08	$13,036.36	7.5%
FEBRUARY	$19,025.32	$17,603.80	8.1%
MARCH	$18,994.54	$15,538.82	22.2%
APRIL	$20,899.79	$15,951.72	31.0%
MAY	$11,207.23	$8,778.88	27.7%
JUNE	$10,868.05	$8,575.57	26.7%
TOTAL	$192,946.86	$164,709.02	17.1%

University of Houston

MONTHLY SALES ANALYSIS
JULY 1994

STAFFED COPY SERVICES: JOB REQUESTS:_____	INCOME FROM SERVICES NUMBER	CASH	NUMBER	IDT
REGULAR FLAT COPIES	118	$8.95		
BOOK COPIES	289	$28.90	92	$9.20
THESIS COPIES	3,766	$237.99		
FACULTY BOOK COPIES			1,408	$140.80
REDUCED COPIES				
TRANSPARENCIES	33	$21.45	7	$4.55
FAX TRANSMITTED	6	$6.00		
FAX RECEIVED				
OTHER				
LIBRARY				
UNIVERSITY MEDIA SERVICES				
SUBTOTAL (BLACK & WHITE)	4,212	$303.29	1,507	$154.55
COLOR PRINTS	43	$43.00	77	$77.00
COLOR SLIDE PRINTS				
COLOR TRANSPARENCIES	6	$9.00		
COLOR SLIDE TRANSPAR.				
SUBTOTAL (COLOR COPIES)	49	$52.00	77	$77.00
THERMAL BINDINGS				
SPIRAL BINDINGS	2	$3.00		
COVER STOCK	2	$0.90		
TRANSPARENCY MOUNTS	12	$3.00		
OUTSIDE BILLINGS,(BOOKS)	852	$347.30		
" " OTHER				
TOTAL (STAFFED COPY SVS)	5,129	$709.49	1,584	$231.55
VEND SERVICES:				
COIN-OPERATED COPIES	37,709	$3,720.20		
REFUNDS FOR CASH		($34.65)		
REFUNDS FOR COPICARDS		($220.29)		
SUBTOTAL (COIN-OP)	37,709	$3,465.26	0	$0.00
COPICARD COPIES	143,322	$10,032.54	20,311	$1,421.77
LASER PRINTER (CJMM)	5,410	$1,082.00	109	$21.80
LASER PRINTER (EPC)	19,845	$1,389.15	1,915	$134.05
MICROFORM COPICARD	12,273	$859.11	1,056	$73.92
TYPEWRITERS		$92.30		
MICROFORMS		$125.05		
TOTAL VEND SERVICES	218,559	$17,045.41	23,391	$1,651.54
TOTAL INCOME:		$17,754.90		$1,883.09
COPICARDS SOLD	1,466	$15,073.00	28	$1,167.00

STAFFED COPYING FOR LIBRARY	OTHER LIB DEPT	AVS	COPY SERVICE	ILL
FLAT COPIES	14,006	2,965	554	
BOND PAPER COPIES	3			
BOOK COPIES				4,574
REDUCTIONS	10		52	
LABELS				
SPIRAL BINDINGS	1	2		
THERMAL BINDINGS				
COVER STOCK				
TRANSPARENCIES				
COLOR PRINTS			144	
COLOR TRANSPARENCIES				
OTHER_____				
TOTAL (black & white)	14,019	2,965	606	4,574
TOTAL (binding)	1	2	0	0
TOTAL (color)	0	0	144	0
COPICARDS				

SELF-SERVICE COPIERS			
ARCHITECTURE	771	PHARMACY	190
MUSIC LIBRARY	220	U MEDIA SVS	0

REVENUE COLLECTED FROM ALL LIBRARY PHOTOCOPIERS IN 1993/94

Rev. 4/92

		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTALS
Revenue copiers														
#1	MGR Lanier 6532	712	760	811	1,383	1,659	1,849	1,328	933	1,880	1,829	1,874	1,415	16,433
#2	MGR Lanier 6532	802	530	485	1,253	1,725	2,254	480	485	730	1,249	954	773	11,720
#3	MGR Lanier 6532	942	737	209	1,701	2,179	1,775	912	921	1,544	1,559	1,653	1,295	15,427
#4	MGR Lanier 6532	417	328	154	429	704	671	610	532	1,344	1,443	1,321	899	8,852
#5	MGR Lanier 6532	91	90	88	335	340	457	0	608	1,099	1,131	1,327	971	6,537
#6	MGR Lanier 6532	878	627	747	1,786	1,215	1,985	1,475	472	629	780	1,070	402	12,065
#7	MGR Lanier 6532	649	445	499	1,541	1,956	1,588	933	738	1,326	1,438	1,468	1,132	13,713
#8	MGR Lanier 6532	481	540	348	928	1,049	1,319	763	380	997	1,097	978	719	9,599
#9	MGR Lanier 6532	440	539	382	1,328	2,174	1,177	1,227	516	1,212	1,583	1,458	1,144	13,181
#11	PHO Lanier 6532	782	754	417	2,081	1,487	1,406	814	317	780	653	876	384	10,751
#12	PHO Lanier 6532	856	717	447	1,581	1,510	1,015	(337)	616	1,032	1,120	1,001	1,020	10,578
#13	PHO Lanier 6532	787	28	387	1,102	516	1,105	933	806	1,499	1,350	1,431	1,091	11,025
#14	GOV Lanier 6532	743	406	188	1,619	1,760	1,756	1,033	518	817	805	912	720	11,277
	$	8,581	6,501	5,161	17,066	18,274	18,359	10,171	7,842	14,879	16,037	16,323	11,965	151,159
Microfilm reader-printers														
#15	MIC Fuji 30AU	36	24	33	35	47	53	5	40	39	35	42	29	419
#16	MIC Minolta RP606	102	40	44	34	53	73	101	29	28	124	56	26	710
#17	MIC Minolta RP606	131	91	75	102	117	87	64	10	52	94	77	126	1,026
#18	MIC Fuji 30AU	70	29	38	53	90	122	12	43	42	102	98	35	734
#19	MIC Fuji 30AU	25	24	9	29	38	38	3	20	26	32	50	16	311
#20	MIC Minolta RP606	79	73	71	52	53	116	51	39	73	17	4	24	653
#21	MIC Minolta RP606	75	40	75	150	158	119	146	107	173	150	176	111	1,480
#22	MIC Minolta RP606	107	57	54	75	57	82	44	33	80	102	107	54	852
#23	MIC Minolta RP606	148	126	81	233	229	263	184	124	186	203	238	157	2,173
#24	N-S Minolta RP606	19	20	8	17	27	37	42	50	41	104	103	31	499
#25	MIC Minolta RP606				12	138	189	96	75	45	155	208	137	1,055
#26	MIC Minolta RP606				2	60	80	83	49	167	127	172	56	796
	$	792	526	489	793	1,067	1,259	831	619	952	1,245	1,331	802	10,706
Branch library copiers														
#41	MAR Savin 7040	225	219	157	165	233	266	133	286	288	137	0	0	2,109
#42	MAR Lanier 6425	860	695	640	1,247	722	1,003	774	807	609	554	588	438	8,937
#43	MAR Lanier 6425										607	353	466	1,426
#51	MUS Xerox 5018	56	46	52	859	747	706	462	471	634	581	941	512	6,067
	$	1,142	960	849	2,271	1,702	1,974	1,369	1,564	1,531	1,879	1,882	1,416	18,539
Internal copiers														
#31	ILL RICOH DS320F	0	0	0	0	0	0	0	0	0	0	0	0	0
#32	OFC Lanier 6717	1	3	4	2	6	0	2	0	0	0	0	0	18
#33	GOV Lanier 6514	0	0	0	0	10	0	0	0	0	0	0	0	10
#34	MIC Lanier 6514	3	3	0	3	13	0	0	0	0	0	0	11	33
#35	ILL Lanier 6425	0	0	0	0	0	0	0	0	0	0	0	0	0
#36	ASC Selectec 1800	413	161	440	120	322	379	324	71	85	51	168	216	2,750
#37	ACQ Lanier 6425	1	0	1	0	2	5	0	0	0	0	0	0	9
	$	417	167	445	125	353	384	326	71	85	51	168	227	2,820
														183,223
TOTALS ALL COPIERS :		10,932	8,154	6,944	20,255	21,396	21,976	12,698	10,096	17,447	19,212	19,704	14,410	183,223

FBM090 - JUNE FINAL SUMMARY STATEMENT IN WHOLE DOLLARS AS OF 06/30/94 PAGE 1

ACCOUNT NUMBER C-3-40020 LIBRARY COPY SERVICE

R ALMONY

BUDGET PERIOD:
START - 07/01/80
END - 99/99/99

104
ELLIS LIBRARY

SUB CODE	DESCRIPTION	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT MONTH	TOTAL-TO-DATE	ENCUMBRANCES	BALANCE AVAILABLE
0100	BEG BALANCE				112,773.25		112,773.25
0101	ORIGINAL BUDGET	112,773	112,773				112,773.25-
	*BEGINNING BALANCE	112,773	112,773		112,773.25		0.00
1200	MISC-TAXABLE. PRIMAR	235,700	235,700		254,218.05		18,518.05
1204	FOI TAXABLE	1,500	1,500		1,554.40		54.40
1214	NTIS TAXABLE	100	100				100.00-
1400	MISC-NON-TAXABLE	18,000	18,000		18,676.97		676.97
1401	LOCKERS	2,000	2,000		2,550.00		550.00
1404	FOI NON-TAX	200	200		347.00		147.00
1413	CARREL NO-TAX	2,000	2,000		1,610.00		390.00-
1500	INTRA-UNIV REVENUE	33,000	33,000	26	33,966.13		966.13
1504	FOI INTRA-UNIV REV	1,100	1,100		383.88		716.12-
1509	LIBRARY FAX	5,000	5,000		9,536.75		4,536.75
1510	LIBRARY COPYING	23,000	23,000		24,334.17		1,334.17
1511	INTRA UNIV FAX	100	100		12.50		87.50-
1530	ILL SURCHARGE	10,000	10,000		11,233.90		1,233.90
1577	SURPLUS SALES	2,000	2,000		1,123.59		876.41-
	*REVENUES	333,700	333,700	26	359,547.34		25,847.34
1701	XEROX PAPER/TONER	20,000	20,000		17,222.50	2,778	0.00
1702	CANON PC80 SUP	4,000	4,000		3,229.77	376	394.26
1703	MINOLTA PAPER/TONER	4,000	4,000		1,102.19	2,898	0.00
1704	FOI PAPER/TONER	500	500		1,487.07		987.07-
1705	DATA/COMM PAP/RIBBON	500	500				500.00
1706	3M PAPER/TONER	1,000	1,000		638.02	362	0.00
1707	3M FICHE/FICHE SUP	1,000	1,000		133.09	867	0.01
1708	SHARP PAPER/TONER	500	500		525.04		25.04-
1709	CANON COLOR PAP/TON	1,200	1,200		1,233.07	3,767	3,800.00-
1710	PAPER-GENERAL	21,000	21,000		23,690.82		2,690.82-
1711					190.10	810	1,000.00-
1715	COMPUTER DISKS	500	500				500.00
	*COST OF GOODS	54,200	54,200		49,451.67	11,857	7,108.66-
	**GROSS MARGIN	279,500	279,500	26	310,095.67	11,857	18,738.68

University of Missouri - Columbia

ACCOUNT NUMBER C-3-40020 LIBRARY COPY SERVICE

R ALMONY

BUDGET PERIOD:
START - 07/01/80
END - 99/99/99

104
ELLIS LIBRARY

SUB CODE	DESCRIPTION	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT MONTH	TOTAL-TO-DATE	ENCUMBRANCES	BALANCE AVAILABLE
1990	BUDG POOL (ACCT LEV)		25,388-				25,388.23-
2400	OFFICE	36,600	36,600		40,413.43		3,813.43-
2710	STUDENT	50,000	50,000		50,795.82		795.82-
2711	STUDENT ILL		1,801		1,800.72		0.00
2800	EMPLOYEE BENEFITS	11,000	11,000		10,389.39		610.61
2910	EDUCATIONAL ASSIST	1,000	1,000		202.00		798.00
3100	TRAVEL-DOMESTIC	1,000	1,000		2,068.14		1,068.14-
3110	TRAVEL -R.A.A.	3,500	4,604		2,317.65	] Not C.S.	2,286.31
3600	POSTAGE		47		46.80	Travel	0.00
3700	TELEPHONE SERV-LOCAL	1,200	1,200		1,098.72		101.28
3800	TELEPHONE SERV-TOLLS	1,500	1,500		1,863.82		363.82-
3900	ADVERTISING	19,000	19,000		31,610.61	-50% Special	12,610.61-
3910	PROMOTION	3,000	3,000		1,126.75	Promotion Not	1,873.25
4800	REPRODUCTION COST				14.50	C.S.	14.50-
4801			267		267.45		0.00
5100	SUPPLIES/SERVICES	2,300	2,300		2,463.33		163.33-
5101			2,350		1,845.51	504	0.00
5113	CARREL EXPENSE	1,000	1,000				1,000.00
5114	NTIS EXPENSE	500	500				500.00
5120	INSTRROOMCHAIRS		11,360		11,360.30	-Library	0.00
5177	EQ UNDER 500	3,000	3,000		1,097.95	50 Instruction	1,852.05
5196	COMPUTER SUPPLIES	1,000	1,000		245.00	Room Chairs	755.00
5600	OTHER PROFESSIONAL		892		891.56		0.00
7010			152		151.50		0.00
7300	EQUIPMENT MAINTENANC	2,500	2,500		158.39		2,341.61
7301	XEROX MAINTENANCE	53,000	53,000		46,138.56		6,861.44
7302	CANON MAINTENANCE	1,200	1,200		556.65		643.35
7303	MINOLTA MAINTENANCE	2,500	2,500		2,147.50		352.50
7304	FOI MAINTENANCE	1,000	1,000		998.03		1.97
7305	DATACOMM MAINTENANCE	1,500	1,500		892.50		607.50
7306	3M MAINTENANCE	2,000	2,000		3,457.67		1,457.67-
7307	3M FICHE/FICHE MAINT	600	600		363.86		236.14
7308	SHARP MAINTENANCE	500	500		771.68	327	598.38-
7309	CANON COLOR MAINT.	3,000	3,000		4,166.09		1,166.09-
7310			225		225.00		0.00
7311			336		336.21		0.00
7400	BUILDING MAINTENANCE	18,000	18,000		12,418.50	-Non C.S. Room	5,581.50
7401			1,319		1,319.34	Renovation	0.00
7500	BUILDING SERVICES	45,000	45,000		25,400.54	-2 Library	19,599.46
7700	EQUIPMENT-New Lease and Purchase	60,000	60,000		72,799.89	Instruction Rooms Totally Renovated	12,800.49-

50

50

51

ACCOUNT NUMBER C-3-40020 LIBRARY COPY SERVICE

R ALMONY

BUDGET PERIOD:
START - 07/01/80
END - 99/99/99

104
ELLIS LIBRARY

SUB CODE	DESCRIPTION	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT MONTH	TOTAL-TO-DATE	ENCUMBRANCES	BALANCE AVAILABLE
7701	LOCKERS	5,000	5,000				5,000.00
7702	CSNONEQ	10,000	10,000				10,000.00
7720	ADDL EQUIPMENT	35,373	35,373		36,232.00	-Not C.S.	858.75-
7796	MULLAN & EQ.	15,000	15,000		1,113.00	EQ: LIBR.	13,887.00
7800	TRADE-IN ALLOWANCE		420-		420.38-		0.00
8520	SUBSIDY	7,000-	7,000-		6,666.95-	Other EQ	333.05-
9600	DIRECT COMPUTER CST	5,000	5,000		4,968.33		31.67
9610	STUDENT CHARGE	2,500	7,870		1,070.06		6,799.94
9620			276		276.27		0.00
9696			310		310.00		0.00
	*OPERATING EXPENSES	392,273	392,273		371,103.69	881	20,288.27
	****ACCOUNT TOTAL			26	51,765.23	12,738	39,026.95

Actual Net = $42,400

OPEN COMMITMENTS STATUS

ACCOUNT	REF.	DATE	DESCRIPTION	ORIGINAL AMOUNT	LIQUIDATING EXPENDITURES	ADJUST-MENTS	CURRENT AMOUNT
C-3-40020-1701	C412308	07/01	XEROX CORP	20,000.00	17,696.50	474.00	2,777.50
C-3-40020-1702	C411899	07/01	COMPUTER SUPPLIES UN	2,000.00	1,850.00		150.00
C-3-40020-1702	C412311	05/26	DANKA INDUSTRIES INC	500.00	274.03		225.97
C-3-40020-1703	C412307	07/01	MICROTEK/MICROFILM T	4,000.00	1,297.23	195.04	2,897.81
C-3-40020-1706	C412309	07/01	ZBM INC	1,000.00	638.02		361.98
C-3-40020-1707	C461819	08/20	ST LOUIS MICROGRAPHI	999.99	133.09		866.90
C-3-40020-1709	C412312	07/01	MIREX CORP	5,000.00	1,233.07		3,766.93
C-3-40020-1711	C412310	07/01	BELL & HOWELL	1,000.00	190.10		809.90
C-3-40020-5101	C412306	07/01	DATA COMM INC	500.00	1,996.01	2,000.00	503.99
C-3-40020-5177	C467113	04/01	E&I COOP	240.28	250.38	60.10	50.00
C-3-40020-7308	C463787	11/02	HIRLINGERS OFFICE SU	326.70			326.70
C-3-40020-7700	C412571	07/01	XEROX CORP	1,500.12	1,500.00		.12
C-3-40020-7700	C412572	07/01	XEROX CORP	1,500.12	1,500.00		.12
C-3-40020-7700	C412573	07/01	XEROX CORP	1,500.12	1,500.00		.12
C-3-40020-7700	C412574	07/01	XEROX CORP	1,500.12	1,500.00		.12
C-3-40020-7700	C412575	07/01	XEROX CORP	1,500.12	1,500.00		.12
			TOTAL ENCUMBRANCES	43,067.57	33,058.43	2,729.14	12,738.28

ELLIS LIBRARY COPY SERVICE: 1994/95 BUDGET

BEGINNING BALANCE	C340020	0100	$51,739.31	
TAXABLE IN CITY	C340020	1200	$278,950.00	
FOI TAXABLE	C340020	1204	$1,600.00	
NON-TAXABLE	C340020	1400	$18,700.00	
LOCKERS	C340020	1401	$2,600.00	
FOI NONTAX	C340020	1404	$400.00	
CARREL-NON TAX	C340020	1413	$1,700.00	
INTRA-UNIV. REVENUE	C340020	1500	$34,000.00	
FOI INTRA-UNIV REV.	C340020	1504	$500.00	
LIBRARY DUP FICHE	C340020	1508	$500.00	
LIBRARY FAX	C340020	1509	$10,000.00	
LIBRARY COPYING	C340020	1510	$24,500.00	
ILL SURCHARGE	C340020	1530	$11,500.00	
SURPLUS SALES	C340020	1577	$1,500.00	
	TOTAL INCOME		$438,189.31	
XEROX PAPER/TONER	C340020	1701		$20,000.00
CANON PC80 SUP	C340020	1702		$2,000.00
MINOLTA PAPER/TONER	C340020	1703		$2,000.00
FOI PAPER/TONER	C340020	1704		$1,500.00
DATA/COMM PAP/RIBBON	C340020	1705		$2,000.00
3M PAPER/TONER	C340020	1706		$1,000.00
3M FICHE/FICHE SUP	C340020	1707		$500.00
SHARP PAPER/TONER	C340020	1708		$600.00
CANON COLOR PAP/TON	C340020	1709		$1,500.00
PAPER-GENERAL	C340020	1710		$24,000.00
CANON DMP SUPPLIES	C340020	1711		$2,000.00
COMPUTER DISKS	C340020	1715		$500.00
	SUBTOTAL, EXPENSES			$57,600.00
OFFICE STAFF	C340020	2400		$54,900.00
STUDENT WORKERS	C340020	2710		$51,000.00
STUDENTS ILL	C340020	2711		$2,000.00
STAFF BENEFITS	C340020	2800		$14,000.00
EDUCATIONAL ASST.	C340020	2910		$500.00
TRAVEL-CS&OTHER	C340020	3100		$2,000.00
TRAVEL-MSG	C340020	3105		$3,000.00
TRAVEL-RAA	C340020	3110		$2,500.00
TELEPHONE-LOCAL	C340020	3700		$1,200.00
TOLLS/FAX	C340020	3800		$2,000.00
ADVERTISING-REG	C340020	3900		$17,000.00
ADVERTISING-RAA	C340020	3905		$15,000.00
PROMOTION	C340020	3910		$1,500.00
ARCHIVES REPROD.	C340020	4801		$500.00
SUPPLIES	C340020	5100		$2,500.00
CARREL EXPENSE	C340020	5113		$2,000.00
EQ. UNDER 500	C340020	5177		$2,000.00
COMPUTER SUPPLIES	C340020	5196		$500.00
ROUTINE REPAIRS	C340020	7300		$500.00
XEROX MAINTENANCE	C340020	7301		$53,000.00
CANON MAINTENANCE	C340020	7302		$1,000.00

MINOLTA MAINTENANCE	C340020	7303	$2,500.00
JOURN. MAINTENANCE	C340020	7304	$1,100.00
DATACOMM MAINTENANCE	C340020	7305	$1,600.00
3M MAINTENANCE	C340020	7306	$3,500.00
3M FICHE/FICHE MAINT	C340020	7307	$650.00
SHARP MAINTENANCE	C340020	7308	$1,000.00
CANON COLOR MAINT.	C340020	7309	$5,000.00
CANON DMP MAINT	C340020	7311	$1,300.00
BUILDING REPAIRS	C340020	7400	$18,000.00
EQUIPMENT	C340020	7700	$78,000.00
LOCKERS	C340020	7701	$5,000.00
NONCSEQ	C340020	7702	$10,000.00
ADDL. EQUIPMENT	C340020	7720	$20,139.31
MULLAN & EQ.	C340020	7796	$5,000.00
FORMS SUBSIDY	C340020	8520	($7,000.00)
DIRECT COMPUTER COST	C340020	9600	$5,000.00
STUDENT CHARGE	C340020	9610	$1,200.00
	TOTAL		$380,589.31
	GRAND TOTAL, EXPENSES		$438,189.31

COPY SERVICE ELLIS LIBRARY UNIVERSITY OF MISSOURI COLUMBIA

Printed Tuesday January 03, 1995 08:42:48

File 355 Department Register# 002 X/Z Cntr 000002X Polled 01-03-95 08:47

Depart.	Cust.	Items		Amount		Discount		Refund	
06 COPY	4600	275710	76.35%	16542.51	56.76%	0	0.00	53	151.80
05 COPY	243	52038	14.41%	2601.90	8.93%	0	0.00	3	3.50
04 COPY	43	5009	1.39%	200.36	0.69%	0	0.00	0	0.00
07 COPY	46	882	0.24%	61.74	0.21%	0	0.00	1	0.84
10 COPY	164	12793	3.54%	1279.30	4.39%	0	0.00	2	14.10
20 COPY	11	468	0.13%	93.60	0.32%	0	0.00	1	262.60
30 COPY	21	2046	0.57%	613.80	2.11%	0	0.00	0	0.00
OPN COPY	1	44	0.01%	3.08	0.01%	0	0.00	0	0.00
130 CAN	229	647	0.18%	841.10	2.89%	0	0.00	1	1.30
110 CAN	0	0	0.00%	0.00	0.00%	0	0.00	0	0.00
95 CAN	0	0	0.00%	0.00	0.00%	0	0.00	0	0.00
250 CAN	51	107	0.03%	267.50	0.92%	0	0.00	1	10.00
OPN CAN	35	605	0.17%	604.60	2.07%	0	0.00	0	0.00
COLOR TR	14	40	0.01%	87.50	0.30%	0	0.00	0	0.00
ILL COPY	222	216	0.06%	1027.90	3.53%	0	0.00	3	12.00
60 XR TR	237	822	0.23%	493.20	1.69%	0	0.00	0	0.00
30 XR TR	0	0	0.00%	0.00	0.00%	0	0.00	0	0.00
XEROX TR	0	0	0.00%	0.00	0.00%	0	0.00	0	0.00
POSTAGE	10	10	0.00%	20.07	0.07%	0	0.00	0	0.00
MICR FLM	48	2081	0.58%	312.15	1.07%	0	0.00	0	0.00
MICR FIC	124	3064	0.85%	470.35	1.61%	0	0.00	1	1.05
COIN OPS	4	2343	0.65%	351.45	1.21%	0	0.00	0	0.00
FAX SEND	62	62	0.02%	218.25	0.75%	0	0.00	1	6.50
FAX RECV	12	12	0.00%	24.00	0.08%	0	0.00	0	0.00
FAX SERV	94	980	0.27%	2194.70	7.53%	0	0.00	17	1678.50
M/C RTRV	1	1	0.00%	39.50	0.14%	0	0.00	0	0.00
RTVR SVR	3	3	0.00%	30.70	0.11%	0	0.00	0	0.00
CMP DISK	40	40	0.01%	57.50	0.20%	0	0.00	1	1.50
DUP FICH	11	57	0.02%	31.00	0.11%	0	0.00	0	0.00
BRW CARD	4	4	0.00%	100.00	0.34%	0	0.00	0	0.00
BINDING	68	97	0.03%	155.60	0.53%	0	0.00	0	0.00
MISC	50	592	0.16%	102.78	0.35%	0	0.00	1	16.00
BOOKS	4	4	0.00%	274.50	0.94%	0	0.00	0	0.00
CPY SERV	9	344	0.10%	0.00	0.00%	0	0.00	0	0.00
LOCKER	3	3	0.00%	45.00	0.15%	0	0.00	0	0.00
REF DEPT	0	0	0.00%	0.00	0.00%	0	0.00	0	0.00
Totals	6464	361124.00		29145.64		0	0.00	86	2159.69

For month of December 1994
Dollar amounts and percentage of total sales
By category

BEST COPY AVAILABLE

COPY SERVICE ELLIS LIBRARY UNIVERSITY OF MISSOURI COLUMBIA

Printed Tuesday January 03, 1995 08:42:49

File 357 Hourly Register# 002 X/Z Cntr 000002X Polled 01-03-95 08:48

Hour	Customers		Amount	
00:00 - 01:00	141	0.87%	184.93	0.63%
01:00 - 02:00	81	0.50%	123.42	0.42%
02:00 - 03:00	5	0.03%	6.57	0.02%
03:00 - 04:00	0	0.00%	0.00	0.00%
04:00 - 05:00	0	0.00%	0.00	0.00%
05:00 - 06:00	0	0.00%	0.00	0.00%
06:00 - 07:00	0	0.00%	0.00	0.00%
07:00 - 08:00	42	0.26%	55.94	0.19%
08:00 - 09:00	318	1.97%	456.91	1.57%
09:00 - 10:00	876	5.43%	2339.27	8.03%
10:00 - 11:00	1160	7.19%	1609.67	5.52%
11:00 - 12:00	1353	8.39%	3791.59	13.01%
12:00 - 13:00	1399	8.68%	2486.62	8.53%
13:00 - 14:00	1442	8.94%	2435.37	8.36%
14:00 - 15:00	1608	9.97%	2908.72	9.98%
15:00 - 16:00	1568	9.72%	2473.94	8.49%
16:00 - 17:00	1310	8.12%	3707.84	12.72%
17:00 - 18:00	781	4.84%	1176.27	4.04%
18:00 - 19:00	691	4.29%	818.55	2.81%
19:00 - 20:00	736	4.56%	982.93	3.37%
20:00 - 21:00	839	5.20%	1074.17	3.69%
21:00 - 22:00	705	4.37%	1035.13	3.55%
22:00 - 23:00	640	3.97%	936.21	3.21%
23:00 - 00:00	431	2.67%	541.59	1.86%
Totals	16126		29145.64	

Dollar amounts and percentage of sales
By hour of the day

2.0 COPY SERVICE

2.1 Comparative Statistics

ITEMS	Base Year 1979/80	1989/90	1990/91	Percent Change
Xerox Copies	250,406	3,430,885	3,454,854	+ .07%
Beg. Bal.	0	$ 33,986	$ 75,730	
Tot. Sales	34,059	$ 215,118	$ 260,360	+ 21.0%
CGS	?	$ 40,202	$ 43,983	+ 9.4%
Expenses		$ 143,817	$ 213,043**	+ 48.1%
Free Balance	(2,539)	$ 65,085	$ 64,463	- 1.1%

2.2 At year end we had (11) Xerox 5042's, (2) Xerox 1045's, (10) Xerox 1025's, (1) Xerox 1035, (1) Xerox 1065 high speed duplicator and collating and stapling copier, and (1) Kodak Color Copier.

2.3 $57,350 of above "expenses" included payments on purchases of new copying equipment. $10,420 was for other library equipment (ie., ergonomic chairs). In addition, $15,000 of these "expenses" were on Xerox maintenance accidentally carried over into 90/91, but which were for the 89/90 year.

2.4 45,271 Microfilm copies (a decrease of 14.7%)(last year we had an increase of 12.1%) and 64,970 microfiche copies (a decrease of 15.1) (last year we had an increase of 24.2%) were made during this fiscal year. Since Copy Service only charges fifteen cents each for these copies, and since the actual cost of providing microfilm copies exceeds twenty cents, and fiche fifteen cents, this means that Copy Service subsidized microform copying at a cost in lost revenue of over $2,300. This would have added this amount to the balance above.

2.5 Our labor costs are still only 66% (1/2) that of the University of Minnesota for the same number of copies, and they currently charge 8 cents for Xerox copies.

2.6 Based upon an informal survey at a LAMA Business and Fiscal Officers meeting only one of those present charged 5 cents for Xerox copies. 45% charged between 6.5 cents to 7.5 cents per copy. 30% charged 10 cents a copy in 1989-1990, and the remainder charged in excess of 10 cents. Copy Service still charged only five cents for copying in 1989-90, but increased the charge to six cents on June 1, 1990.

2.7 In 1988-89 Twana Hulen took over far more duties in Copy Service than had been handled by Fay Overton. These included overseeing the advertising, evaluating new machinery, more problem handling of upset patrons, evaluation of new services, computerized billing of patron accounts and record keeping, and recruiting of high level student workers. A request for reclassification consideration was submitted near the end of June, 1990, but was turned down. We were told to look at this again in a year (July or August, 1991) since she was close to having over 70% of her time devoted to a higher level.

2.8 Copy Service handled 1,630 FAX requests (an increase of 168%).

3.0 FRIENDS OF THE LIBRARY

2.0 COPY SERVICE

2.1 Comparative Statistics

ITEMS	Base Year 1979/80	1990/91	1991/92	Percent Change
Xerox Copies	250,406	3,454,854	4,241,045	+22.8%
Beg. Bal.	0	$ 75,730	$ 79,064	
Tot. Sales	$34,059	$ 260,360	$ 324,008	+ 24.5%
CGS	?	$ 43,983	$ 45,731	+ 4.0%
Expenses		$ 213,043	$ 230,438**	+ 8.2%
Free Balance	$(2,539)	$ 64,463	$ 106,546	+ 65.3%

2.2 At year end we had (16) Xerox 5042's, (3) Xerox 1045's, (4) Xerox 1025's, (1) Xerox 1065 high speed duplicator and collating and stapling copier, (1) Sharp, and (1) Canon Color Copier.

2.3 $65,229 of above "expenses" included payments on purchases of new copying equipment.

2.4 127,213 Microform copies were made (an increase of 15.4% over the previous year). Since Copy Service only charges fifteen cents each for these copies, and since the actual cost of providing microform copies exceeds twenty cents, this means that Copy Service subsidized microform copying at a cost in lost revenue of over $6,361. This would have added this amount to the balance above.

2.5 Our labor costs are still only 66% (1/3) that of the University of Minnesota for the same number of copies, and they currently charge 8 cents for Xerox copies.

2.8 Copy Service handled exactly 5,400 FAX requests in 1991/92 versus 1,630 FAX requests in 90/91 (an increase of 231%.)

Note: Beginning balance is higher each year due to final year end income from annual IDO sales (on campus) that is not reflected in closing income of prior year, but is credited between first and second closing each year.

2.0 COPY SERVICE

2.1 Comparative Statistics

ITEMS	Base Year 1979/80	1991/92	1992/93	Percent Change
Xerox Copies	250,406	4,241,045	4,260,188	+ 1.34%
Beg. Bal.	0	$ 79,064	$ 126,903	+60.51%
Tot. Sales	$34,059	$ 324,008	$ 327,298	+ 1.04%
CGS	?	$ 45,731	$ 48,209	+ 5.42%
Expenses		$ 230,438	$ 293,219**	+ 27.24%
Free Balance	$(2,539)	$ 106,546	$ 84,952	- 20.27%

2.2 At year end we had (16) Xerox 5042's, (2) Xerox 1045's, (5) Xerox 1025's, (1) Xerox 5014, and (1) Xerox 1065 high speed duplicator and collating and stapling copier, (1) Sharp, and (1) Canon Color Copier.

2.3 $55,414 of above "expenses" included payments on purchases of new copying equipment. In addition, Copy Service paid for a $15,708 mini-van for Copy Service. Copy Service also paid $3,346 in travel funds for Bob Almony. Finally, over $15,000 in other library equipment was purchased with C.S. funds during 1992/93.

2.4 131,892 Microform copies were made (an increase of 3.7% over the previous year--4,679 addition) Since Copy Service only charges fifteen cents each for these copies, and since the actual cost of providing microform copies exceeds twenty cents, this means that Copy Service subsidized microform copying at a cost in lost revenue of over $6,595. This would have added this amount to the balance above available for other services, if full costing was charged.

2.8 Copy Service handled exactly 2,750 FAX requests in 1992/93.

Robert A. Almony, Jr.
Assistant Director of Libraries
& Librarian IV
Administrative Services
104 Ellis Library • Columbia, MO 65201-5149
(314) 882-4701 • FAX [314] 882-8044
INTERNET: ELLSBOB@MIZZOU1.MISSOURI.EDU
University of Missouri-Columbia

2.0 COPY SERVICE

2.1 Comparative Statistics

ITEMS	Base Year 1979/80	1992/93	1993/94	Percent Change
Xerox Copies	250,406	4,260,188	4,700,135	+ 10.34
Beg. Bal.	0	$ 126,903	$ 112,773	
Tot. Sales	$34,059	$ 327,298	$ 359,521	+ 9.9%
CGS	?	$ 48,209	$ 49,452	+ 2.6%
Expenses		$ 293,219	$ 371,104**	+ 26.6%
Free Balance	$(2,539)	$ 84,952	$ 51,739	- 39.4%

2.2 At year end we had (16) Xerox 5042's, (2) Xerox 1045's, (4) Xerox 1025's, (2) Xerox 5014, (1) Xerox 5034, and (1) Xerox 1065 high speed duplicator and collating and stapling copier, (3) Sharp copiers, and (1) Canon Color Copier.

2.3 $72,800 of above "expenses" included payments on the lease/purchase of new copying equipment.

2.4 In addition, Copy Service paid $25,400 for the complete renovation of two Library Instruction rooms, and $12,419 for other building renovations not in Copy Service. Copy Service also paid $2,318 in travel funds for Bob Almony. Finally, over $36,232 in other library equipment was purchased with C.S. funds during 1993/94. In other words, real Copy Services expenses, above, should be $ 74,051 less than stated, or reported as: $ 297,053. Thus while total sales, in dollars, increased by 9.9%, actual C.S. expenses only increased by 1.3% for the fiscal year.

2.5 130,572 Microform copies were made (a decrease of 1.0% over the previous year--1,320 decrease) Since Copy Service only charges fifteen cents each for these copies, and since the actual cost of providing microform copies exceeds twenty cents, this means that Copy Service subsidized microform copying at a cost in lost revenue of over $6,528. This amount would have been added to the balance above, available for other services, if full costing was allowed.

2.6 Copy Service handled exactly 1,157 FAX requests in 1993/94. Since ILL now has it's own FAX, these were all for faculty or students, on a cash basis.

2.7 During 1993/94 the Bell & Howell Micro-Opaque Card Reader/Printer made 7,171 copies. MU patrons are not charged for their copies. Only ILL patrons and those contacting Copy Service, based upon a C&RL News ad pay for their copies on this reader/printer. Sales totaled $ 1,399.85 for the last fiscal year. Since the service contract alone is over $2,500 per year, this machine is provided more as a benefit to MU patrons and the larger library community as a whole.

DATE 07-09-94
EPORT NO GA455-01

UNIVERSITY OF OREGON
GENERAL LEDGER STATEMENT OF ACCOUNT

JUNE
LIST 12 PAGE 3,696
ACCOUNT 50-168-5070

LIBRARY COPYING

-YEAR TO DATE BUDGET CATEGORY SUMMARY

	TRAN CODE	BUDGET AS LAST ADJUSTED	YTD REVENUE	YTD EXPENSE	OUTSTANDING ENCUMBRANCES	% REALIZE OR EXPEND & ENCUMB	UNREALIZED OR UNENCUMBERED BALANCE
REVENUE & RECEIPTS	0000	190,000.00 *	208,682.99 *			109.8%*	18,682.99-*
CLASSIFIED SALARIES	1300	18,816.00		19,416.00		103.2%	600.00-
STUDENT PAY	1500	9,520.00		6,922.08		72.7%	2,597.92
BENEFIT COMPENSATION	1700			275.00			275.00-
OTHER PAYROLL EXPENSES (OPE)	1900	8,668.00		9,078.59		104.7%	410.59-
SERVICES AND SUPPLIES	2000	123,510.00		117,266.45		94.9%	6,243.55
CAPITAL OUTLAY	4000			648.42			648.42-
INDIRECT COSTS	7000	1,640.00		162.55		9.9%	1,477.45
YEAR TO DATE EXPENSE		162,154.00 *		153,769.09 *		94.8%*	8,384.91 *
TRANSFERS OUT	9200	35,000.00				0.0%	35,000.00
YEAR TO DATE TRANSFE						0.00	*
ACCOUNT TOTAL			208,682.99 **	153,769.09 **			

A MINUS SIGN FOLLOWING AN AMOUNT IN THE BALANCE COLUMN INDICATES OVERREALIZED REVENUE OR OVERDRAFT

SUMMARY OF CASH BALANCE

JULY 1 BEGINNING BALANCE	7,154.67
ADD YEAR TO DATE REVENUE	208,682.99
LESS YEAR TO DATE EXPENSE	153,769.09
JUNE ENDING BALANCE	62,068.57 **
JUNE UNENCUMBERED BALANCE	62,068.57 **

-YEAR TO DATE TRANSACTION CODE SUMMARY

		REVENUE	
REVENUE & RECEIPTS	0000	190,000.00	
MISCELLANEOUS SALES & SERVICE INCOME	0599		1,185.05
GIFTS	0623		240.00
VENDING MACHINES	0680		295.00
SALES	0681		11,331.25
INDIVIDUAL SALES	0682		77,700.70
MISCELLANEOUS SALES	0683		116,893.49
RECEIVED ON ACCOUNT	0880		527.50
MISCELLANEOUS	0899		510.00

A MINUS SIGN FOLLOWING AN AMOUNT IN THE BALANCE COLUMN INDICATES OVERREALIZED REVENUE OR OVERDRAFT

61

62

63

BEST COPY AVAILABLE

University of Oregon

June 1994

The General Libraries
Photoduplication Revolving Account
19-6802-63XX

	Monthly Comparison		YTD Comparison		Projected FY 93/94	Budgeted FY 93/94	Actual FY 92/93	Actual FY 91/92
	Jun-94	Jun-93	FY 93/94	FY 92/93	Totals	Totals	Totals	Totals
INCOME								
Coin-op Copies*	8,666 91	7,823 99	133,556 50	132,990 66	145,000 00	145,000 00	150,345 57	141,783 72
Copycard/Vendacard	28,617 79	16,432 05	186,900 85	168,658 37	201,000 00	201,000 00	203,325 54	196,362 97
Staff-op Copies	5,143 38	5,960 06	58,735 30	68,396 85	72,000 00	72,000 00	87,138 92	70,257 65
Data Base Searches (CIS)	370 45	245 00	6,918 29	7,524 62	10,000 00	10,000 00	10,818 57	13,047 92
Sale of Publications	0 00	0 00	0 00	97 00	3,000 00	150 00	101 00	213 50
Locker Rental	0 00	52 50	988 01	990 50	1,000 00	1,000 00	1,111 15	1,072 69
XEROX	0 00	0 00	0 00	0 00	0 00	0 00	0 00	0 00
ILS	408 69	372 90	6,849 25	6,257 98	10,000 00	7,000 00	7,151 47	13,515 95
ILS staff-op	0 00	0 00	0 00	0 00	0 00	0 00	640 07	50 12
Fax	0 00	21 00	0 00	345 00	0 00	300 00	442 00	359 37
Disks/Printing	28 60	154 00	1,551 00	1,396 00	2,500 00	1,500 00	1,674 00	1,010 00
CD-ROM Printing	0 00	1 80	29 16	24 60	100 00	0 00	61 50	38 65
TOTAL INCOME	$43,235 82	$31,063 30	$395,528 36	386,681 58	$444,600 00	$437,950 00	$462,809 79	$437,712 54
EXPENSES/COMMITMENTS								
Salaries	1,519 99	2,286 60	120,386 18	117,052 48	122,959 00	122,959 00	116,854 47	116,113 76
Wages	1,127 30	1,580 36	16,336 21	19,212 57	21,864 00	21,864 00	23,010 22	12,170 39
Fringe Benefits	0 00	2,395 56	22,977 79	23,685 02	34,300 00	34,300 00	28,253 23	27,701 95
Premium Sharing	0 00	1,691 92	16,551 40	17,350 23	22,000 00	22,000 00	20,762 85	12,983 48
Maintenance	(2,175 36)	(2,089 80)	99,003 89	95,012 10	100,000 00	98,500 00	102,971 11	82,870 07
Supplies	8,603 17	5,646 99	38,629 26	67,257 63	70,000 00	70,000 00	82,525 21	80,221 47
Equipment	0 00	30 00	116,219 93	71,815 49	117,000 00	70,000 00	72,336 69	76,601 49
Data Base Searches (CIS)	0 00	0 00	2,631 71	3,905 04	5,000 00	10,000 00	4,451 94	18,810 17
Inter-Library Loan Services (ILS)	1,251 79	1,069 00	8,780 48	7,555 34	10,000 00	7,000 00	9,157 73	11,297 12
ILS staff-op	0 00	0 00	327 50	0 00	0 00	0 00	0 00	0 00
Equipment Repairs	0 00	500 21	459 06	3,130 53	500 00	4,300 00	3,415 56	0 00
Misc expenses	0 00	0 00	0 00	0 00	0 00	4,027 00	0 00	0 00
Total Expenses	$10,326 89	$13,110 84	$442,303 41	425,976 43	$503,623 00	$464,950 00	$463,739 01	$438,769 90
NET INCOME (LOSS)	$32,908 93	$17,952 46	(946,775 05)	(39,294 85)	($59,023 00)	($27,000 00)	($929 22)	($1,057 36)
Balance Forward			89,803 55	90,732 77	89,803 55	89,803 55	90,732 77	95,033 11
Balance Forward on 51 subacct			0 00	0 00	0 00	0 00	0 00	(4,000 00)
CURRENT BALANCE			43,028 50	51,437 92	30,780 55	62,803 55	89,803 55	89,975 75

University of Texas at Austin

GENERAL LIBRARY SYSTEM – Searing

University of Wisconsin–Madison
1994–95 Budget and Five–Year Forecast for 1995–2000
Schedule A: Cash Flow & Cash Position
For July 1, 1994 Thru June 30, 2000

MEM LIB COPY CENTER
FUND: 128
ACCT:
UDDS: A49–2410
IBAC: 8

NOTE: Do not insert lines or columns

	90–91A Prior Actual	1 91–92A Prior Actual	2 92–93A Prior Actual	3 93/94E Estimated Actual	4 93–94B Annual Budget	5 94–95B Annual Budget	6 95–96F Forecast Amount	7 96–97F Forecast Amount	8 97–98F Forecast Amount	9 98–99F Forecast Amount	10 99–2000F Forecast Amount	
CASH INFLOW:												
1 OPERATING REVENUE	151,461	167,614	267,134	167,100	170,000	170,000	170,000	170,000	170,000	170,000	170,000	1
2 SALES CREDITS	3,383	15,764	18,100	22,200	16,800	25,000	25,000	25,000	25,000	25,000	25,000	2
3 INTEREST EARNINGS	(12,234)	(12,092)	(2,765)	(500)	(5,800)	0	800	200	200	800	700	3
4 OTHER REVENUE	0	0	0	0	0	0	0	0	0	0	0	4
5 TOTAL CASH INFLOW	142,610	171,286	280,469	188,800	181,000	195,000	195,800	195,200	195,200	195,800	195,700	5
CASH OUTFLOW:												
6 CLASSIFIED SALARIES	0	0	49,703	18,500	21,300	20,300	20,900	21,500	22,100	22,800	23,500	6
7 LTE WAGES	0	0	0	7,700	8,200	8,100	8,300	8,500	8,800	8,100	8,400	7
8 STUDENT WAGES	0	0	0	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	8
9 TOTAL CLASSIFIED SALARIES	0	0	49,703	48,700	52,000	50,900	51,700	52,500	53,400	54,400	55,400	9
10 UNCLASSIFIED SALARIES	0	0	0	0	0	0	0	0	0	0	0	10
11 TOTAL SALARIES & WAGES	48,873	56,362	49,703	48,700	52,000	50,900	51,700	52,500	53,400	54,400	55,400	11
12 FRINGE BENEFITS	7,181	10,424	6,100	8,200	7,900	9,200	9,400	9,700	10,000	10,200	10,600	12
13 SALARIES WAGES & FRINGES	56,054	66,786	55,802	56,900	59,900	60,100	61,100	62,200	63,400	64,700	66,000	13
14 SUPPLIES & SERVICES	60,451	69,275	84,381	85,000	75,400	67,700	70,900	73,200	75,600	78,100	80,700	14
15 CAPITAL–EQUIPMENT	25,583	26,756	42,884	55,000	30,000	43,400	51,900	57,500	47,800	49,200	50,800	15
16 CAPITAL–BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	16
17 FINANCIAL ASSISTANCE	0	0	0	0	0	0	0	0	0	0	0	17
18 SPECIAL PURPOSE	0	0	0	0	0	0	0	0	0	0	0	18
19 OTHER CASH OUTFLOW	0	0	0	0	0	0	0	0	0	0	0	19
20 TOTAL CASH OUTFLOW	142,888	162,817	183,068	176,900	165,300	171,200	213,900	192,900	186,800	192,000	197,500	20
21 NET CASH INFLOW/(OUTFLOW)	(278)	8,469	117,401	11,900	15,700	23,800	(18,100)	2,300	8,800	3,800	(1,800)	21
22 ADD: PRIOR YEAR BALANCE	(138,799)	(139,100)	(130,600)	(18,200)	(148,100)	(1,300)	22,500	4,400	6,700	15,500	19,300	22
23 ENDING CASH BALANCE	(139,077)	(130,631)	(13,200)	(1,300)	(132,400)	22,500	4,400	6,700	15,500	19,300	17,100	23

FY 94/95 .75 FTE not projected to fill

University of Wisconsin - Madison

SYSTEMS AND PROCEDURES EXCHANGE CENTER

PHOTOCOPY MACHINE STATISTICS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

Report by B. Hornbeck
6/23/94
Percent of Year Gone = 100%

LIBRARY PHOTOCOPY and MICROFICHE EXPOSURE STATISTICS
Fiscal Year 1993/94

Library	June 12-July 9	July 10-Aug. 13	Aug. 14-Sept. 10	Sept .11-Oct. 8	Oct. 9 - Nov. 12	Nov. 13 - Dec. 10
Art & Architec.	1,638	1,976	1,120	1,940	2,152	732
Biomed	291,644	270,406	262,306	269,763	444,213	270,298
Central	110,393	138,848	107,680	142,352	200,024	172,649
CMRR	1,573	2,387	1,326	1,060	2,240	1,553
IRPS	6,356	9,726	8,099	17,527	33,865	25,470
MCL	32,767	39,703	29,218	40,789	56,090	41,071
S&E	68,722	82,605	65,169	73,892	103,091	89,291
SIO	50,736	45,267	39,841	44,713	55,962	66,346
UGL	8,951	3,406	1,874	19,812	61,131	49,622
Photocopy Totals:	572,980	594,324	516,633	611,848	958,768	717,032
Microfiche Totals:	8,572	9,070	5,775	7,054	16,700	10,004
GRAND TOTAL:	581,552	603,394	522,408	618,902	975,468	727,036
% Above/(Below)92/93						
Photocopies:	26%	7%	6%	8%	10%	126%
Fiche Copies:	44%	16%	11%	16%	20%	153%

University of California - San Diego

Report by B. Hornbeck
6/23/94
Percent of Year Gone = 100%

LIBRARY PHOTOCOPY and MICROFICHE EXPOSURE STATISTICS
Fiscal Year 1993/94

Dec. 11 - Jan. 14	Jan. 15 - Feb. 11	Feb. 12 - Mar. 11	Mar. 12 - Apr. 8	Apr. 9 - May 13	May 14 - June 10	Totals:
612	1,377	1,937	2,963	2,096	1,652	20,195
104,420	431,638	268,390	302,799	385,774	294,656	3,596,307
75,308	167,962	182,739	154,348	240,165	157,367	1,850,035
746	2,269	1,989	950	2,637	2,239	20,969
7,263	22,648	30,500	12,672	29,481	22,183	225,790
28,564	41,284	45,258	41,046	50,715	34,760	481,265
43,232	93,512	97,622	79,564	94,209	88,353	979,262
18,847	52,256	61,762	41,226	70,482	59,910	607,348
6,007	46,059	59,400	35,565	67,475	68,653	427,955
284,999	859,005	749,597	671,133	943,034	729,773	8,209,126
6,194	13,787	15,270	9,496	18,274	12,820	133,016
291,193	872,792	764,867	680,629	961,308	742,593	8,342,142
97%	70%	45%	31%	13%	4%	
126%	91%	53%	44%	19%	6%	

F 30/94

PUBLIC PRINTER STATISTICS
(By Machine Location)

DEPT/ MACHINE #	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
Art & Architecture:													
354					122	26	0	45	56	106	79	79	513
Biomed Library:													
318 (Reference)		0	0	0	1,647	825	602	1,321	1,206	1,309	1,357	1,334	9,601
319 (Reference/Catalog)		607	834	783	1,873	511	557	1,106	917	938	1,250	1,170	10,546
320 (Reference/Catalog)		973	1,157	1,410	1,771	726	1,853	1,428	1,456	1,380	1,605	1,744	15,503
321(Reference/Catalog)		833	938	1,020	2,166	693	1,176	1,309	1,299	1,833	1,642	1,446	14,355
322(Reference/Catalog)		911	1,106	1,216	2,228	741	968	1,543	775	857	1,662	1,578	13,585
323 (Reference/Catalog)		326	980	1,146	1,625	676	1,216	938	991	907	1,682	1,476	11,963
324(Reference/Catalog)		105	177	343	904	342	160	568	722	773	498	444	5,036
335(Reference)		0	0	0	608	34	28	109	208	68	687	117	1,859
Central Library:													
315 (Reference)		651	859	1,028	247	126	49	333	119	82	293	181	3,968
316 (Reference)		169	133	552	1,224	405	266	335	386	655	698	290	5,113
317 (Reference)		1,417	588	866	2,508	1,637	598	1,013	1,447	1,770	2,868	1,630	16,342
327 (Ref CD-ROM)					568	495	0	163	332	33	295	240	2,126
328 (Ref CD-ROM)					996	447	382	97	207	58	200	303	2,690
337 (Info Desk)					1,061	181	14	315	528	460	575	618	3,752
338 (Info Desk)					1,210	376	261	398	698	259	540	618	4,360
339 (Reference)					2,150	611	504	612	0	668	1,479	799	6,823
340 (Reference)					2,254	675	2	940	1,143	847	1,323	874	8,058
353(Reference)					74	13	0	19	29	1	19	5	160
355(Reference)					287	180	23	55	150	242	177	132	1,246
356(Reference)					698	357	189	254	769	521	551	603	3,942
357(Reference)					619	240	184	232	634	375	762	636	3,682
361(CUL Comp L)												9	9
363(CUL Comp L)												135	135
IR/PS Library:													
343 (Melvyl)					644	104	27	249	205	184	183	160	1,756
344 (Melvyl)					32	27	58	57	42	50	0	72	338
345 (CD-ROM)					715	238	28	105	377	88	360	381	2,292
Med Ctr. Library:													
346 (Melvyl)					1,950	306	617	656	984	692	744	779	6,728
347 (Melvyl)					1,039	230	544	510	759	445	612	395	4,534
348 (Melvyl)					1,881	370	599	669	643	682	715	699	6,258
Sci. & Engineering:													
325 (CD-ROM)					438	24	63	151	67	44	110	119	1,016
326 (CD-ROM)					275	129	68	66	247	138	185	186	1,294
329 (Melvyl - MAC)		627	700	441	157	20	85	71	69	9	104	92	2,375
330 (Melvyl)					226	127	96	91	282	92	154	124	1,192
331 (Melvyl)					428	123	159	114	305	114	220	103	1,566
332 (Melvyl)					514	150	159	214	367	242	162	186	1,994
333 (Melvyl)					651	139	449	160	485	273	367	344	2,868
334 (Melvyl)					124	39	120	100	73	73	10	48	587
336 (Melvyl)					112	74	57	68	163	111	82	235	902
SIO Library:													
349 (Melvyl)					348	235	119	117	294	86	578	167	1,944
350 (Melvyl)					244	307	75	186	134	245	249	249	1,689
351 (CD-ROM)					575	587	161	178	856	349	636	391	3,733
352 (Melvyl)					3	0	0	17	57	26	122	109	334
Undergrad. Library:													
341 (Melvyl)					198	105	34	95	197	93	182	211	1,115
342 (Melvyl)					229	52	161	107	296	126	150	229	1,350
358 (InfoPath)					0	0	0	20	5	0	3	0	28
TOTALS		3,975	8,619	7,472	8,805	37,623	13,703	12,711	17,134	20,979	18,304	26,170	21,740	195,235

NOTE: Each machine must produce 540 copies in order to generate a rebate.

Report by: B. Hornbeck
6/24/94

QUARTERLY PUBLIC SERVICE PHOTOCOPY STATISTICS
Fiscal Year - 1993/94

Library	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Totals
Biomed	755,159	905,087	754,216	920,741	3,335,203
Central*	236,623	360,135	298,875	399,312	1,294,945
IRPS	19,905	63,287	52,291	57,824	193,307
Med. Center	92,016	125,918	104,797	109,954	432,685
S&E/CMRR	197,689	244,348	220,955	248,388	911,380
SIO	113,234	150,935	117,307	154,060	535,536
Undergrad. **	10,592	122,541	102,693	161,615	397,441
TOTALS:	1,425,218	1,972,251	1,651,134	2,051,894	7,100,497

NOTE: * = Includes AAL
** = UGL Closed for Summer

Report by: B. Hornbeck
6/23/94
Percent of Year Gone=100%

1993/94 MICROFICHE COPIES BY LIBRARY

LOCATION	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
CUL													
161818	0	436	240	146	403	419	118	503	83	104	346	99	2,897
362141	493	730	323	282	1,366	1,086	674	1,124	1,860	1,070	2,360	1,394	12,762
362146	438	776	303	565	1,293	628	436	1,749	1,437	707	1,945	987	11,264
363748	792	1,080	829	417	2,320	1,369	587	1,483	1,552	1,027	2,218	1,494	15,168
363752	1,422	1,056	296	431	1,440	1,215	589	1,077	1,202	679	1,722	1,029	12,158
363754	1,078	835	373	952	2,107	657	472	1,381	1,396	1,331	2,221	1,821	14,626
367949	836	531	476	519	2,169	1,136	716	1,509	1,487	956	1,499	1,090	12,924
367954	1,035	2,074	1,339	853	2,022	705	970	1,365	1,175	874	2,105	1,476	15,993
369284	962	248	319	90	190	937	1,317	1,961	1,094	249	1,472	1,090	9,929
Spec. Coll:													
161239	0	0	9	0	0	0	0	0	0	0	0	0	9
Res. Svcs.													
369171	965	852	1,147	2,290	1,545	293	55	207	1,712	1,726	1,038	689	12,519
BIOMED													
1610267	40	172	31	36	27	174	57	16	14	12	1	0	580
IRPS													
362150	414	173	62	155	341	97	0	816	915	16	140	629	3,758
S & E													
161750	71	14	23	5	27	19	63	9	23	0	116	3	373
SIO													
168497	26	28	3	58	20	119	15	8	30	148	143	64	662
1623080	0	0	0	0	0	0	0	0	0	0	0	0	0
UGL													
367965	0	0	0	144	756	621	0	248	579	221	306	336	3,211
369129	0	65	0	111	674	529	125	331	711	376	642	619	4,183
TOTAL	8,572	9,070	5,775	7,054	16,700	10,004	6,194	13,787	15,270	9,496	18,274	12,820	133,016

1993/1994 Usage Statistics by Machine

Library	Description	Serial Number	Location	1-Aug-93	1-Sep-93	1-Oct-93	1-Nov-93	1-Dec-93	1-Jan-94	1-Feb-94	1-Mar-94	1-Apr-94	1-May-94	1-Jun-94	1-Jul-94
BAKER	Xerox 5042 West	60U157933	Stacks Lev 4 W. #1	20,702	8,626	4,834	9,391	12,349	9,320	11,553	13,906	16,480	13,494	13,655	6,501
BAKER	Xerox 5042 East	60U157418	Stacks Lev 4 E. #2	18,953	9,873	6,883	14,558	14,868	3,868	13,353	14,888	11,988	18,242	18,363	7,813
BAKER	Minolta 4300	3617752	Serials Reading room	16,846	5,189	4,279	8,568	10,487	3,861	9,783	11,239	9,150			
BAKER	Minolta 5320	3117805	Serials Reading room										11,749	13,084	5,230
BAKER	Minolta 5320	313208	Reserve Corridor				22,395	20,919	4,771	17,271	23,220	10,447	22,166	28,233	12,075
BAKER	Minolta 4300	3617762	Reserve Corridor	15,915	9,817	4,498									
BAKER	Minolta 470Z	1660098	Microtext	9,810	6,424	4,822	13,075	10,325	7,351	13,947	14,798	11,928	14,153	13,730	6,289
Baker/Klewit	Minolta 450Z	1660098	Klewit Lobby					13,032	2,000	4,368	3,030	2,661	2,731	2,735	
DANA	Minolta 470Z	1620255	Basement under stairs				5,481	3,787	2,000	2,736	4,055	5,348	5,307	3,798	9,732
DANA	Minolta 470Z	1621802	2nd Floor	15,104	10,102	11,725	16,891	14,324	7,000	10,818	11,148	13,426	16,047	12,308	9,732
DANA	Minolta 470Z	162252	3rd Floor	7,388	2,035	2,946	3,954	3,081	2,000	1,908	4,119	3,258	2,973	2,215	1,992
DANA	Minolta 5400	3610399	Circulation	19,460	12,822	13,000	13,670	15,667	7,500	15,942	18,858	18,712	21066	14078	32,363
HSL	Minolta 470Z	169860	HSL Circulation	8,628	6,653	8,921	8,970	9,514	4,750	8,199	12,035	8,295	10,490	8,978	6,463
HSL	Minolta 5400	3138342	HSL Circulation	11,361	8,531	8,924	10,433	13,468	7,800	9,218	13,497	14,036	15,220	10,786	7,354
FELDBERG	Minolta 5420 #1	3122522	Circulation #1						18,638	6,464	18,664	12,830	27,678	25,063	8,961
FELDBERG	Minolta 5420 #2	3122474	Circulation #2						12,455	18,297	27,586	17,773	20,538	21,970	8,704
FELDBERG	Minolta 5420 #3	3122542	Circulation #3						8,940	14,597	23,890	12,988	16,825	19,165	7,054
MURDOUGH	Minolta 5320	3123684	Bosworth Computer Center						2688	3220	4199	1624	3113	3301	0,487
FELDBERG	Minolta 5400 #1	3137926	Circulation #1	8,165	3,167	6,276	26,369	23,158	18,638						
FELDBERG	Minolta 5400 #2	3141931	Circulation #2	9,494	4,509	6,660	17,435	22,014	12,455						
FELDBERG	Minolta 5400 #3	3141931	Circulation #3	8,503	4,867	4,772	19,004	15,007	8,940						
MURDOUGH	Minolta 4230		Bosworth Computer C	182	173	825	3916	4913	2688						
FELDBERG	CDROM (Disclosure)Data Search # 2(bi		Reference	1370	1043	947	1707	2461	1110	2,930	5,516	2,834	5,085	6,227	3,238
FELDBERG	CDROM (BPO)Data Search #1(billed at		Reference	4122	2,179	1526	4122	3124	2387	4,474	5,580	3,906	4,117	4,035	2,213
MURDOUGH	Minolta 450Z Marlene		Placement Library			1600	2178	2699	3594	5,878	2,538	1,144	0,992	0,879	
KRESGE	Minolta 5400 #1	3115442	#1 Copier area	3,652	7,942	7,256	16,539	6,679	3,617	4,643	10,448	8,015	11,734	12,360	4,663
KRESGE	Minolta 5400 #2	3144931	#2(New Machine)	6,327	9,235	6,397	9,913	9,755	9,629	7,111	8,258	9,053	11,798	14,846	8,039

1993-1994 Grand Totals = 2,436,946

Dartmouth University

Emory University

FILE: \STATSUM\MACH9094
ANNUAL COMPARISON OF MACHINE USE AND FISCAL SUMMARIES: COPY SERVICES AND MICROFORMS

PHOTOCOPIES	FY9091 JULY 1990- MAY 1991	FY9192 JULY 1991- JUNE 1992	FY9293 JULY 1992- JUNE 1993	FY9494 JULY 1993- JUNE 1994	% Change 1990-91	% Change 1991-92	% Change 1992-93
OCE 2400	714,640	728,075	634,031	682,323	1.9%	-12.9%	7.6%
Ground Left	207,951	262,196	255,761	242,818	26.1%	-2.5%	-5.1%
Ground Center	211,829	269,890	244,283	284,758	27.4%	-9.5%	16.6%
Ground Right	210,104	228,595	213,891	266,879	8.8%	-6.4%	24.8%
Main Lobby	153,320	143,326	111,221	119,493	-6.5%	-22.4%	7.4%
Main Reference	87,936	106,414	102,326	108,485	21.0%	-3.8%	6.0%
First Floor Stacks	27,469	32,766	32,105	32,076	19.3%	-2.0%	-0.1%
Second Floor Stacks	24,896	36,065	40,277	38,770	44.9%	11.7%	-3.7%
Third Floor Stacks	86,527	101,516	103,807	118,607	17.3%	2.3%	14.3%
Fourth Floor Stacks	41,794	41,383	44,207	60,577	-1.0%	6.8%	37.0%
Fifth Floor Stacks	40,030	34,534	31,549	37,770	-13.7%	-8.6%	19.7%
Sixth Floor Stacks	29,802	35,565	44,099	65,132	19.3%	24.0%	47.7%
Candler #1	143,681	173,343	144,082	181,133	20.6%	-16.9%	25.7%
Candler #2	34,850	199,480	139,253	172,038	472.4%	-30.2%	23.5%
CANON Copy Service	64,839	63,086	62,254	68,006	-2.7%	-1.3%	9.2%
Ricoh (Copy Service)	25,133	23,240	32,013	27,162	-7.5%	37.7%	-15.2%
Ricoh (Circulation)	31,253	25,531	34,598	26,944	-18.3%	35.5%	-22.1%
SUBTOTAL	2,136,054	2,505,005	2,269,757	2,532,971	17.3%	-9.4%	11.6%
MICROPRINTS							
MINOLTA 503	26,416	26,747	23,923	26,012	1.3%	-10.6%	8.7%
MINOLTA 505 #1	18,831	18,952	16,035	2,202	0.6%	-15.4%	-86.3%
MINOLTA 505 #2	17,602	22,988	19,890	6,364	30.6%	-13.5%	-68.0%
MINOLTA 605Z #1	16,484	23,721	20,469	22,258	43.9%	-13.7%	8.7%
MINOLTA 605Z #2	N/A	N/A	4,857	30,570	N/A	N/A	529.4%
MINOLTA 605Z #3	N/A	N/A	N/A	3,858			
MINOLTA 605Z #4	N/A	N/A	N/A	2,189			
MINOLTA 605Z #5	N/A	N/A	N/A	5,395			
Canon DMF 100	N/A	N/A	2,333	8,327			256.9%
Datamate DM1000	N/A	10,169	10,925	294			-97.3%
SUBTOTAL	52,917	75,830	74,509	81,457	43.3%	-1.7%	9.3%
TOTAL COPIES 1993-94	2,188,971	2,580,835	2,344,266	2,614,428	17.9%	-9.2%	11.5%
MICROFORMS SHELVED							
OLD	32,141	34,023	38,622	37007	5.9%	13.5%	-4.2%
NEW	58,492	40,005	74,020	75438	-31.6%	85.0%	1.9%
TOTAL	90,633	74,028	112,642	112,445	-18.3%	52.2%	-0.2%
INCOME							
CARD REGENERATOR	$63,160.00	$93,525.00	$82,470.00	$108,603.00	48.1%	-11.8%	31.7%
INCOME (CASH)	$26,728.92	$24,191.07	$25,535.98	$29,006.40	-9.5%	5.6%	13.6%
INCOME (COINS)	$32,374.93	$31,504.63	$30,329.17	$27,630.31	-2.6%	-3.7%	-8.9%
ILL DEPOSITS	$5,171.25	$5,183.85	$5,242.30	$6,058.65	0.2%	1.1%	15.6%
CHARGES	$21,582.57	$23,455.68	$21,152.37	$21,648.50	8.7%	-9.8%	2.3%
TOTAL	$150,017.67	$177,860.23	$164,729.82	$192,946.86	18.6%	-7.4%	17.1%

· Coin Op Stats 1993-1994

Main Library

Location	Serial No.	Price	July	Aug	Sept	Oct	Nov	Dec	Jan	Febr	Mar	Apr	May	June	Total
LL L	6150402202	S	5866	8068	8740	8783	8508	8548	5454	7569	10777	12293			84606
RICOH	4070800520	S												8776	
LL R	6250501076	S	2287	3397	4849	6769	7971	4324	2965	7473	4495	5335			49865
RICOH	4090311184	S										1194	14386	7630	23210
#1	6250801990	S	1916	1216	17136	18341	16037	15260	3459	23704	13802	15211			126082
RICOH	4081007391	S										1848	13861	1939	17648
#2	5750701964	S	4932	3413	20110	20001	16591	13865	2998	17626	17269	12074			128879
RICOH	4080103508	S										9533	14405	2654	26592
#3	6250701607	S	3968	2359	17376	16353	14258	14568	3372	18954	14690	5497			111395
RICOH	4071103049	S										8118	13011	3770	24899
#4	6250400579	S	2285	1668	14023	14127	15860	11933	2586	15428	8479	11276			97665
RICOH	4070700396	S										3813	8862	838	13513
#5	5750501586	S	1874	1102	11686	11124	11275	11103	1784	16067	10995	10892			87902
RICOH	4080103675	S										11	7683	1160	8854
REF L	6250701677	S	7940	4813	9876	10965	13648	9818	4194	13767	5080	6363			86464
RICOH	4080304629	S										7979	13895	7697	29571
REF R	6250701605	D	4770	4994	15324	15704	15955	13488	6307	13588	13080	13712			116922
RICOH	4090310894	D										2384	15161	10808	28353
A	6250902358	S	8081	7159	21133	23511	19446	19684	9079	22599	20471	10516			161679
RICOH	4091016104	S										26887	23978	13746	64611
B	6250701675	S	10106	7967	19619	21995	22413	19230	8433	21547	18987	5643			155940
RICOH	4090209985	S										19097	21215	12701	53013
C	5750902608	S	7023	7182	19178	21849	22067	12910	1445	18112	16494	9394			135654
RICOH	4090209977	S										14160	19209	15191	48560
RICOH D	4070700186	S	23730	24858	40629	35507	31837	31159	22279	33083	37279	38403	21027	13402	353193
RICOH E	4070800520	S	24056	20753	33818	39366	37050	29295	16972	32041	34714	36275	19227		323567
RICOH 2L	4071002459	S	24562	21409	29283	31176	30050	26109	22062	32943	28519	33879	14807	15932	310731
2R	6250701650	S	8590	7113	12714	13801	16822	10771	4227	10638	16707	9867			111250
RICOH	4080103622	S										10639	16782	10794	38215
Pr Rm A	4090311178	S	15242	12961	23697	24155	23155	19129	12655	21337	20488	24901	12599	9172	219491
Pr Rm B	5750701963	D	5528	3914	8291	10444	12410	7448	4389	9553	9846	8392			80215
RICOH	4070800531	D											10744	8370	19114
RICOH 3L	4080906707	S	23078	20143	30645	32706	19187	28105	15914	31159	32654	32505	18626	12998	297720
3R	6250701680	S	10488	7980	15619	18434	24430	16405	8593	16857	14335	5689			138830
RICOH	4090310903	S										17969	24608	18381	60958
4	6250701606	D	4951	2735	5571	7060	8947	5427	4125	6613	8256	9410			63095
RICOH	4014100822	S											10878	9738	20616
	TOTAL														
Main TOTAL ---->			201273	175204	379317	402171	387917	328579	163292	390658	357417	441159	314964	185697	3541951
92-'93 Total ---->			220268	108508	380129	441038	345882	326537	177704	381373	396100	433220	281092	192972	3684823

Branch Facilities			July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Febr.	Mar.	April	May	June	Total
Design:															
RICOH	L	4070800690 S	2676	1943	11795	13220	10719	8601	3308	11918	9810	12442	7600	1027	95059
	R	6250501111 D	662	367	5263	6663	4551	3790	1125	5812	4093	4845			37171
RICOH		4070800710 D											3135	838	3973
Vet Med:															
RICOH	L	4080103562 S	8369	10020	23729	21827	19428	20163	11125	26215	20572	26178	16259	6852	210737
	R	6250701760 D	1296	1652	9024	11149	10073	10041	3656	12828	8858	10319			78896
RICOH		4071002455 S											10556	10659	21215
PSRR:															
RICOH	E	4071103028 S	12756	14771	14464	14717	14974	15511	11646	13330	14991	14795	11076	8858	161889
	W	6150301696 S	2556	2182	4138	5523	4387	4456	2530	3826	5186	4451			39235
RICOH		4090412065 S											4583	6268	10851
	Branch TOTAL		28315	30935	68413	73099	64132	62562	33390	73929	63510	73030	53209	34502	659026
	'92-'93 TOTAL---->		27147	20368	67877	79610	56332	62127	36074	59916	69300	71539	50681	31620	632591
	Coin-Op TOTAL--->		229588	206139	447730	475270	452049	391141	196682	464587	420927	514189	368173	220199	4200977
	'92-'93 TOTAL--->		247415	128876	448006	520678	402214	388664	213778	441289	465400	504759	331773	224592	4317444

Branches														
Copy Card														
Usage	2216	2144	1345	3021	1820	1275	2459	2589	1846	2492	733	2162	24102
92-'93	2210	1320	1984	2137	1521	813	2283	2306	2511	2104	1934	1574	22697
Service copies	1383	922	1844	1843	1843	1843	1492	2746	1341	3945		461	19663
'92-'93	461	854	1296	2629	1383	1844	2504	1839	2262	2723	1837	1383	21015

Staff Copiers

Location	Ser. #	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
204	4004700339											10231	15606	25837
	4340812842	7989	9435	8075	10939	12941	13418	6357	7652	10167	11128			98101
'92-'93		7769	3473	7696	8446	6103	8185	8395	8242	9073	9287	9364	8069	94102
302	4090915167											3807	5498	9305
	9847348	3877	3794	3808	3321	4238	2629	2824	3115	2684	2706			32996
'92-'93		4770	5404	4889	4885	3951	4018	2320	3941	3623	4727	3766	4459	50753
105	4090713528											3763	3668	7431
	9928318	2222	3438	2355	5025	3062	1881	4143	3426	3044	2609			31205
'92-'93		0	3854	4084	3992	3401	2562	1466	2865	3612	2188	2964	2666	33654
	Month Total	14088	16667	14238	19285	20241	17928	13324	14193	15895	16443	17801	39966	220069
'92-'93	Month Total	12539	12731	16669	17323	13455	14765	12181	15048	16308	16202	16097	15194	178509

. Room 117 Stats

Copier	Serial #	July	Aug	Sept	Oct	Nov	Dec	Jan	Febr	Mar	Apr	May	June	Total
RICOH	4271201343	27841	24538	29119	43167	28352	24548	38641	33534	35358	36082	31878	29742	382800
IBM	121135	11952	20157	19799	27369	15439	17824	29192	17534	28195	22912	10429	11837	220687
	Month Total--->	39793	44695	48918	70536	43791	42372	67833	51068	63553	58994	42307	41579	603487
	'92-'93 Total	42481	48533	45096	60341	47252	40660	29313	17770	24196	23713	15441	15732	410528
Xerox 2510		3122	2337	239	293	119	141	135	242	231	235	178	220	7492
	'92-'93 Total	259	212	265	232	46	101	203	277	328	346	445	2921	5635

	July	Aug	Sept	Oct	Nov	Dec	Jan	Febr	Mar	Apr	May	June	Total
Cash & Carry	1695	1686	1776	4779	2915	1912	680	1834	2290	1942	1709	624	23842
Copy Card	5620	2347	4216	3733	2722	3820	3069	4166	6551	3467	2882	4348	46941
IM	227	163	59		9		32	5	43	227	408	110	1283
Ledger	78	152	141	134	66	178	24	122	112	70	111	96	136104
Staff	5316	5947	5410	7403	6249	6513	14946	6213	5751	9572	6266	6264	85850
Copy Center	12848	15695	17977	22941	11454	13196	25413	15225	21119	18564	13121	11984	199537
T of C	2434	2097	2382	2470	2484	2052	2163	1727	2803	2282	2095	2842	27831
ILL	7903	9566	9719	10887	11144	7102	9582	10987	14752	12725	9603	8551	122521
Total--->	36121	37653	41680	52347	37043	34773	55909	40279	53421	48849	36195	34819	643909
'92-'93 Total	38932	43911	38736	54073	42045	35542	40362	40387	47487	47790	37141	40020	506426

INTER-DEPARTMENTAL CORRESPONDENCE
KENT STATE UNIVERSITY
KENT, OHIO

June 30, 1994

TO: **Robert Minno, Supervisor, Campus Services, AVS**

FROM: **Vickie Virzi, Photocopy Services, AVS**

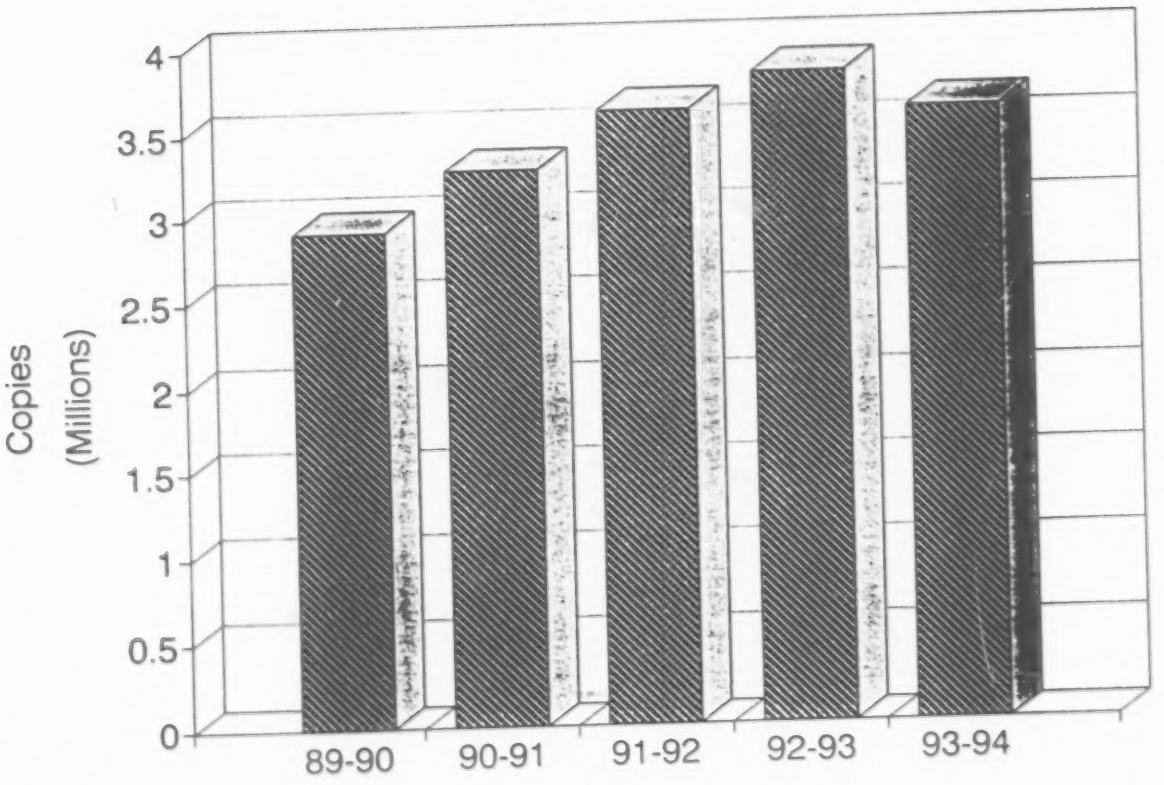
SUBJECT: **Yearly and monthly public copier usage report.**

	89-90	90-91	91-92	92-93	93-94
July	132,761	164,158	196,557	210,612	177,780
August	110,764	133,770	137,172	137,669	130,849
September	287,137	310,146	357,548	435,705	410,901
October	306,089	432,935	436,084	422,500	392,548
November	381,543	356,616	371,376	424,584	414,828
December	157,022	195,031	273,635	298,228	245,465
January	230,315	247,025	242,411	225,247	207,632
February	306,299	349,387	400,449	390,967	410,687
March	259,788	315,569	342,587	351,707	421,835
April	375,421	421,727	455,269	529,319	395,908
May	210,698	200,475	247,615	219,427	219,247
June	149,088	139,552	149,983	181,236	172,417
Yearly Totals	2,966,205	3,266,390	3,610,686	3,827,201	3,600,097

cc Dean Tolliver, John Kerstetter, Carol Neff, John Brown

Public Copier Usage

July 1 to June 30



NUMBER OF COPIES PRODUCED ON ALL LIBRARY IN 1993/94

		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTALS
Revenue copiers														
#1	MGR Lanier 6532	10,088	9,836	8,942	16,759	20,688	24,382	12,969	10,061	24,724	22,028	30,146	15,511	206,134
#2	MGR Lanier 6532	11,476	6,748	5,215	15,167	21,586	29,321	4,550	5,556	10,690	16,158	18,574	8,764	153,805
#3	MGR Lanier 6532	13,249	9,572	2,110	20,584	27,310	22,769	9,789	10,071	20,084	18,566	26,558	14,168	194,830
#4	MGR Lanier 6532	5,896	4,339	1,755	5,455	9,333	9,348	5,696	6,105	19,335	18,469	25,649	10,524	121,904
#5	MGR Lanier 6532	1,293	1,134	915	3,979	4,082	5,787	0	7,030	15,827	14,424	25,775	11,469	91,715
#6	MGR Lanier 6532	12,442	8,422	8,225	22,040	15,429	25,816	14,053	3,818	7,104	9,002	13,044	4,192	143,587
#7	MGR Lanier 6532	9,314	5,786	5,538	18,976	24,787	20,566	9,003	8,456	18,891	18,358	28,213	12,886	180,774
#8	MGR Lanier 6532	6,405	6,927	3,649	11,576	12,822	18,019	7,148	4,353	14,260	14,033	18,705	8,180	126,077
#9	MGR Lanier 6532	6,509	7,083	4,188	16,260	27,587	16,235	11,451	5,912	17,310	19,969	27,889	12,884	173,277
#11	PHO Lanier 6532	10,912	9,523	4,463	25,071	18,365	18,113	7,817	2,717	8,546	7,080	10,038	4,142	126,787
#12	PHO Lanier 6532	12,366	9,449	4,997	19,654	19,079	16,952	2,941	7,062	14,738	14,448	19,293	11,640	152,619
#13	PHO Lanier 6532	11,453	591	4,384	14,001	6,620	14,813	8,891	8,683	19,443	16,365	22,897	12,147	140,288
#14	GOV Lanier 6532	10,482	5,043	2,004	19,693	21,731	22,546	10,042	5,722	10,929	9,702	15,404	8,134	141,432
		121,885	84,453	56,385	209,215	229,419	244,667	104,350	85,546	201,881	198,602	282,185	134,641	1,953,229
Microfilm reader-printers														
#15	MIC Fuji 30AU	384	302	249	386	501	568	63	330	441	374	560	258	4,416
#16	MIC Minolta RP606	1,533	546	499	433	697	1,004	942	328	389	1,528	1,033	287	9,219
#17	MIC Minolta RP606	1,989	1,240	859	1,316	1,553	1,204	591	119	740	1,155	1,440	1,412	13,618
#18	MIC Fuji 30AU	592	332	289	534	840	1,392	137	356	478	1,021	1,022	291	7,284
#19	MIC Fuji 30AU	284	263	73	318	409	423	37	162	285	339	602	133	3,328
#20	MIC Minolta RP606	1,205	986	817	668	709	1,617	476	448	1,029	211	69	264	8,499
#21	MIC Minolta RP606	1,142	549	863	1,955	2,093	1,651	1,356	1,214	2,449	1,861	3,280	1,243	19,656
#22	MIC Minolta RP606	1,625	774	622	956	753	1,137	403	375	1,135	1,269	1,985	593	11,627
#23	MIC Minolta RP606	2,243	1,721	933	2,992	3,028	3,645	1,715	1,417	2,636	2,527	4,442	1,761	29,060
#24	N-S Minolta RP606	282	266	87	215	355	505	387	567	573	1,284	1,916	342	6,779
#25	MIC Minolta RP606				150	1,813	2,607	891	863	633	1,917	3,876	1,521	14,271
#26	MIC Minolta RP606				20	1,500	1,111	774	567	2,379	1,579	3,208	628	11,766
		11,279	6,979	5,291	9,943	14,251	16,864	7,772	6,746	13,167	15,065	23,433	8,733	139,523
Branch library copiers														
#41	MAR Savin 7040	2,254	2,192	1,566	1,651	2,331	2,658	1,334	2,859	2,877	1,367	0	0	21,089
#42	MAR Lanier 6425	11,669	10,854	7,772	17,418	13,076	13,605	8,971	9,436	10,399	4,420	9,185	4,976	121,781
#43	MAR Lanier 6425										4,838	5,514	5,289	15,641
#51	MUS Xerox 5018	1,494	1,059	683	10,035	8,762	8,389	4,830	5,479	7,583	6,707	11,996	5,827	72,844
		15,417	14,105	10,021	29,104	24,169	24,652	15,135	17,774	20,859	17,332	26,695	16,092	231,355
Internal copiers														
#31	ILL RICOH DS320F	9,136	8,137	6,652	11,924	13,269	11,414	6,889	13,272	7,953	8,855	6,372	4,077	107,950
#32	OFC Lanier 6717	5,139	3,358	2,792	1,388	249	22	200	3,023	5,539	5,722	4,457	3,965	35,854
#33	GOV Lanier 6514	752	1,504	826	1,315	1,244	782	817	633	1,150	1,545	2,230	1,713	14,511
#34	MIC Lanier 6514	2,650	3,211	3,200	1,525	1,350	1,434	1,165	477	1,975	2,025	1,069	2,710	22,791
#35	ILL Lanier 6425	6,747	6,111	5,913	7,160	6,702	5,911	3,572	5,279	12,644	11,452	11,687	11,712	94,890
#36	ASC Selectec 1800	8,296	1,144	4,614	9,958	6,907	3,806	3,725	7,878	2,981	3,756	3,729	4,313	61,107
#37	ACQ Lanier 6425	4,180	3,616	4,822	6,489	5,490	4,220	2,766	2,493	4,143	5,785	5,281	3,806	53,091
#38	MEZ Savin 5030	6	558	63	2,452	3,915	3,054	1,953						12,001
		36,906	27,639	28,882	42,211	39,126	30,643	21,087	33,055	36,385	39,140	34,825	32,296	402,195
														2,726,302
TOTALS	ALL COPIERS	185,487	133,176	100,579	290,473	306,965	316,826	148,344	143,121	272,292	270,139	367,138	191,762	2,726,302

University of Missouri

COPY SERVICE STATISTICS

(M/Y):	DECEMBER 1994	DECEMBER 1993
XEROX 5042 #1		21821
XEROX 5042 #2		13720
XEROX 5042 #3		19223
XEROX 5042 #4		15822
XEROX 5042 #5		15541
XEROX 5042 #6		19509
XEROX 5042 #7		19801
XEROX 5042 #8		22765
XEROX 5042 #9		19638
XEROX 5042 #10		11668
XEROX 1065 #11		37732
XEROX 5042 #12		11926
XEROX 5042 #13		8009
XEROX 5042 #14		7774
XEROX 5042 #15		4610
CANON (COLOR) #16		1189
XEROX 1045 #17		2736
XEROX 1025 #18		538
XEROX 1025 #19		1434
XEROX 1025 #20		6828
XEROX 1025 #21		0
XEROX 5042 #22		17317
XEROX 5042 #23		21152
XEROX 1045 #24		1394
XEROX 1025 #25		0
SHARP #26		2476
XEROX 5014 #27		1365
XEROX 5034 #28		962
SHARP 7370 #29		0
SHARP 7750 #30		0
TOTAL		306950

DECEMBER 1994	ENDING READING	BEGINNING READING	MONTH TOTAL
XEROX 5042 #1	1592756	1572334	20422
XEROX 5042 #2	1513858	1494187	19671
XEROX 5042 #3	1423586	1401779	21807
XEROX 5042 #4	1331873	1316861	15012
XEROX 5042 #5	1393737	1372848	20889
XEROX 5042 #6	1386318	1366365	19953
XEROX 5042 #7	1302748	1280800	21948
XEROX 5042 #8	1515734	1491773	23961
XEROX 5042 #9	1509683	1482485	27198

XEROX 5042 #10	387402	377600	9802
XEROX 1065 #11	2338660	2292537	46123
XEROX 5042 #12	375949	364261	11688
XEROX 5042 #13	316415	307250	9165
XEROX 5042 #14	371363	361997	9366
XEROX 5042 #15	380738	363702	17036
CANON (COLOR) #16	38562	36622	1940
XEROX 5034 #17 (ADMIN)	57593	49701	7892
XEROX 1025 #18 B&PA	25529	25529	0
XEROX 1025 #19 JOURN.	88781	85825	2956
XEROX 1025 #20 ENGINEER.	399954	392266	7688
XEROX 1045 #21 GEOLOGY	623965	623965	0
XEROX 5042 #22	1077893	1072657	5236
XEROX 5042 #23	1382870	1358656	24214
XEROX 1045 #24 REFERENCE	79340	73435	5905
XEROX 1025 #25 MATH	235765	233372	2393
SHARP #26 (TEC. SERV.)	197127	188317	6810
XEROX 5014 #27 (ACCESS)	47106	43913	3193
XEROX 5014 #28 (C. REF.)	99032	96441	2591
SHARP 7370 #29 (ENG.	41975	40248	1727
SHARP 7750 #30 (ARCHIVES)	23362	23362	0
DECEMBER			368586

DECEMBER	1993	306950
DECEMBER	1994	368586
INCREASE		61636
% INCREASE		20.08%

For month vs. last year

North Carolina State University

MONTHLY COUNT OF PHOTOCOPIES PRODUCED - JUNE, 1994

NUMBER OF PHOTOCOPIES PRODUCED	Jun-93	Jun-94	% CHANGE	92-93 yr/dt	93-94 yr/dt	% CHANGE
PAPER COPIES	**23,197**	**21,333**	**-8**	**284,963**	**285,634**	**0**
Cash across-the-counter	316	931	195	9,142	12,197	33
Charge-Campus Departments	2,581	1,261	-51	25,769	19,420	-25
Charge-Technical Information Center	244	276	13	3,287	3,069	-7
Charge-Library Binding	238	2	-99	2,051	712	-65
Charge-Library Reserve	1,058	50	-95	2,016	2,688	33
Charge-Library Clerical	8,753	8,838	1	96,677	108,042	12
Charge-UNC Co-op	1,540	1,504	-2	18,365	20,906	14
Duke Reciprocal	612	718	17	5,756	5,823	1
Charge-State Medical Libraries	288	129	-55	2,764	2,367	-14
Charge-USDA	765	946	24	16,523	12,801	-23
Charge-Other Off Campus	5,575	6,110	10	87,146	86,554	-1
Other	1,227	568	-54	15,467	11,055	-29
TRANSPARENCIES	**6**	**96**	**1500**	**342**	**353**	**3**
Cash	3	3	0	191	178	-7
Charge	3	93	3000	151	175	16
TELEFACSIMILE ILL COPIES	**619**	**745**	**20**	**7,460**	8,931	**20**
DIGITIZED TEXT COPIES	not reported	not reported		not reported	not reported	
VENDING MACHINE COPIES	**208,006**	**195,418**	**-6**	**3,535,753**	**3,771,030**	**7**
Book Copiers - Cash	7,633	26,934	253	146,625	213,735	46
Book Copiers - Vendacard	189,188	151,220	-20	3,230,737	3,378,981	5
Microform Copiers - Cash	1,135	400	-65	16,423	15,235	-7
Microform Copiers - Vendacard	9,633	12,050	25	138,069	133,850	-3
CD-ROM Copiers - Cash		0			11,742	
CD-ROM Copiesr - Vendacard		4,274			11,594	
Service/Maintenance	417	540	29	3,899	5,893	51
STAFF OFFICE COPY MACHINE COPIES	**35,387**	**30,056**	**-15**	**433,181**	**440,173**	**2**
Collection Mgmt #1	951	702	-26	15,813	13,190	-17
Acquisitions #2	4,312	2,716	-37	47,331	50,705	7
Reference Panasonic	2,067	1,916	-7	38,863	33,319	-14
Cataloging	5,203	2,710	-48	49,354	41,003	-17
Serials	2,108	1,499	-29	28,066	26,257	-6
ILC Panasonic	1,281	1,180	-8	16,087	14,360	-11
Administration	16,497	13,959	-15	169,384	221,365	31
Personnel Office	1,840	3,248	77	49,662	28,770	-42
Documents	854	1,570	84	16,240	7,390	-54
Finance & Business	274	556	103	2,381	3,814	60
MICRO-TRANSPARENCY COPIES	**1,478**	**845**	**-43**	**17,226**	**10,542**	**-39**
Cash	277	302	9	6,261	1,204	-81
Charge	1,201	543	-55	10,965	9,338	-15
MICROFICHE DUPLICATES	**378**	**267**	**-29**	**2,771**	**2,418**	**-13**
Cash	103	131	27	1,561	1,080	-31
Charge	275	136	-51	1,210	1,338	11
TOTAL COPIES PRODUCED	**269,071**	**248,760**	**-8**	**4,281,696**	**4,519,081**	**6**

MICROGRAPHICS COPYROOM STATISTICS (JULY, 1993-JUNE, 1994)

UNITS	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Academic Info. Serv.	0	1,750	372	50	0	0	0	0	0	155	245	308	2,880
Access Service Adr	1,750	153	0	200	1,437	816	771	600	1,824	320	530	200	8,601
Accounting library	0	0	0	0	0	0	0	0	0	0	0	0	0
Acquisitions-Acct.	625	324	950	1,046	2,310	1,800	1,300	1,500	840	600	1,000	2,100	14,395
Arch. & Fine Arts	553	1,970	4,491	250	350	19	1,050	0	365	130	240	850	10,268
Archives	0	48	0	0	0	0	0	0	0	0	0	0	48
Automation Develop	0	0	0	0	0	0	0	0	225	0	0	412	637
Boeckmann Ctr	213	974	946	3,614	1,041	2,436	250	2,245	1,115	777	250	357	14,218
Budget/Mail/Purch	0	500	0	0	0	0	0	749	0	0	0	500	1,749
Ctr for Sch Tech	1,920	490	1,230	1,120	0	250	640	300	260	2,497	1,630	1,760	12,097
Catalog	1,358	3,386	17,135	4,283	1,100	500	0	1,217	1,160	23	512	1,996	32,670
Cinema	0	800	1,100	240	460	800	0	300	100	0	100	400	4,300
Circulation	950	6,312	7,600	3,384	3,750	2,950	2,550	3,095	7,519	2,642	5,465	5,314	51,531
Collection Develop.	2,085	1,338	2,049	2,691	906	1,810	2,471	1,307	4,590	4,599	2,014	6,749	32,609
College	1,238	1,995	2,621	4,198	1,670	528	1,100	2,456	3,076	1,330	725	364	21,301
Computer Room	100	100	0	200	0	0	0	800	12	0	27	80	1,319
Crocker Business	500	300	0	2,700	1,760	500	0	1,800	2,400	0	1,200	1,000	12,160
East Asian Library	0	0	0	0	0	2,100	0	0	0	0	0	0	2,100
East Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Education	301	1,850	100	0	1,450	0	200	2,200	1,000	0	75	551	7,727
Gerontology	495	2,455	785	300	610	0	0	280	100	2,130	2,275	0	9,430
Gift Records & Info	0	0	100	350	0	0	100	0	0	0	0	0	550
Government Docum	2,635	909	5,278	2,576	4,421	386	5,298	3,011	3,393	1,374	1,717	1,072	32,070
Hancock	0	48	0	350	100	0	0	0	500	0	0	300	1,298
Global Express	500	650	410	2,752	950	310	100	400	0	0	200	482	6,754
Leavey Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Librarian's Office	50	1,160	560	14,967	9,980	1,985	3,927	4,224	1,095	6,540	3,023	9,064	56,575
Micrographics	606	1,594	903	1,716	2,237	2,402	2,776	2,820	2,555	2,580	3,530	3,343	27,062
Music	22	0	0	0	50	0	500	0	148	235	0	94	1,049
Periodicals	12	500	0	0	0	0	0	500	0	0	0	0	1,012
Personnel	1,700	400	500	1,140	1,995	275	1,450	1,000	1,400	8,448	4,935	14,512	37,755
Philosophy	870	690	411	15	200	40	200	525	150	11	460	0	3,572
Preservation/Bind.	0	0	0	0	800	0	300	0	0	0	229	1,001	2,330
Public Services	12,770	4,992	8,644	7,070	15,070	14,137	9,935	9,035	6,750	14,940	15,856	2,442	121,641
Reference	3,719	8,015	13,593	5,261	2,749	343	4,413	10,006	6,539	4,841	1,432	1,980	62,891
Regional Cul Hist.	0	0	0	0	0	0	0	0	0	0	0	0	0
Science & Eng.	0	150	500	0	0	0	500	0	240	360	0	0	1,750
Schoenberg institut	0	2	0	0	0	0	0	0	0	1,038	0	0	1,040
Slide library	0	0	0	0	0	0	0	0	0	0	0	0	0
Social Work	1,150	4,654	3,268	699	1,272	460	3,880	3,470	1,380	0	1,945	897	23,075
Special Collection	400	1,140	3,350	643	306	460	1,200	266	956	208	194	707	9,830
Staff Association	0	825	570	200	30	0	0	0	200	0	0	0	1,825
Technical Services	0	0	0	0	100	0	727	0	0	0	0	0	827
VKC Library	2,624	2,059	4,285	6,007	3,275	227	4,799	2,742	790	2,217	1,755	532	31,312
RLG Spec. Proj.	0	0	0	0	0	0	0	0	873	0	0	0	873
TOTAL	39,146	52,533	81,751	68,022	60,379	35,534	50,437	56,848	50,682	57,995	51,564	59,367	664,258

University of Toronto

PHOTODUPLICATION SERVICES

Monthly Operating Statistics

SEPTEMBER 1994

LIBRARY	ACCOUNT	Col.1 CURRENT MONTH	Col.2 PREVIOUS MONTH	Col.3 THIS MONTH LAST YEAR	Col.4 % Inc./(Dec.) Col.1/Col.2	Col.5 % Inc./(Dec.) Col.1/Col.3	Col.6 YEAR TO DATE CURRENT YEAR	Col.7 YEAR TO DATE PREVIOUS YEAR	Col.8 % Inc./(Dec.) Col.6/Col.7
ROBARTS LIBRARY	CANON NP4035/6650	213,186	205,628	193,998	3.7%	9.9%	994,481	994,340	0.0%
	GESTETNER 1824	2,971	1,907	2,472	55.8%	20.2%	13,572	8,551	58.7%
	PANASONIC FP2625	0	0	1,300	–	-100.0%	0	4,482	-100.0%
	SUB TOTAL	**216,157**	**207,535**	**197,770**	**4.2%**	**9.3%**	**1,008,053**	**1,007,373**	**0.1%**
SIG. SAM./ SCI.& MED. LIBRARIES	CANON NP4035/6650	281,262	231,413	258,055	21.5%	9.0%	1,249,162	1,179,436	5.9%
	SUB TOTAL	**281,262**	**231,413**	**258,055**	**21.5%**	**9.0%**	**1,249,162**	**1,179,436**	**5.9%**
ENGINEERING LIBRARY	CANON NP4035	27,303	26,476	19,778	3.1%	38.0%	133,728	161,797	-17.3%
	SUB TOTAL	**27,303**	**26,476**	**19,778**	**3.1%**	**38.0%**	**133,728**	**161,797**	**-17.3%**
EARTH SCIENCES LIBRARY	CANON NP4035	4,596	2,219	5,868	107.1%	-21.7%	17,564	20,798	-15.5%
	CANON NP6650-2	11,426	4,685	6,723	143.9%	70.0%	35,960	28,078	28.1%
	SUB TOTAL	**16,022**	**6,904**	**12,591**	**132.1%**	**27.2%**	**53,524**	**48,876**	**9.5%**
PHARMACY LIBRARY	CANON NP6650-2	2,646	2,175	0	21.7%	–	10,437	0	–
	SUB TOTAL	**2,646**	**2,175**	**0**	**21.7%**	–	**10,437**	**0**	–
TOTAL ALL LOCATIONS		**543,390**	**474,503**	**488,194**	**14.5%**	**11.3%**	**2,454,904**	**2,397,482**	**2.4%**
COPIES MADE IN BOOTH	CHARGE ACCOUNTS	7	823	0	-99.1%	–	830	1,334	-37.8%
	INSTITUT.MEMBERS	114	35	79	225.7%	44.3%	244	964	-74.7%
	PAID COPIES	1,613	1,343	2,145	20.1%	-24.8%	8,613	10,590	-18.7%
	PAID COLOR COP	42	15	17	180.0%	147.1%	112	98	14.3%
	B & W LASER COP.	30	21	28	42.9%	7.1%	167	475	-64.8%
	SUB TOTAL	**1,806**	**2,237**	**2,269**	**-19.3%**	**-20.4%**	**9,966**	**13,461**	**-26.0%**
GRAND TOTAL		**545,196**	**476,740**	**490,463**	**14.4%**	**11.2%**	**2,464,870**	**2,410,943**	**2.2%**

LIBRARY	DOCUMENT DELIVERY	Col.1 CURRENT MONTH	Col.1 PREVIOUS MONTH	Col.1 THIS MONTH LAST YEAR	Col.4 % Inc./(Dec.) Col.1/Col.2	Col.5 % Inc./(Dec.) Col.1/Col.3	Col.6 YEAR TO DATE CURRENT YEAR	Col.7 YEAR TO DATE PREVIOUS YEAR	Col.8 % Inc./(Dec.) Col.6/Col.7
ROBARTS LIBRARY	DOC. DEL.	9,181	8,261	6,012	11.1%	52.7%	37,773	31,208	21.0%
SIG. SAM./ SCI.& MED. LIBRARIES	DOC. DEL.	54,638	62,027	61,366	-11.9%	-11.0%	301,152	288,022	4.6%
TOTAL ALL LOCATIONS		**63,819**	**70,288**	**67,378**	**-9.2%**	**-5.3%**	**338,925**	**319,230**	**6.2%**

LIBRARY	INTERNAL LIBRARY DEPARTMENTS	Col.1 CURRENT MONTH	Col.1 PREVIOUS MONTH	Col.1 THIS MONTH LAST YEAR	Col.4 % Inc./(Dec.) Col.1/Col.2	Col.5 % Inc./(Dec.) Col.1/Col.3	Col.6 YEAR TO DATE CURRENT YEAR	Col.7 YEAR TO DATE PREVIOUS YEAR	Col.8 % Inc./(Dec.) Col.6/Col.7
ROBARTS LIBRARY	INTERNAL CANON	8,441	9,773	7,626	-13.6%	10.7%	35,677	48,891	-27.0%
	INT. KODAK 1575	135,291	140,458	170,299	-3.7%	-20.6%	524,547	484,773	8.2%
	SUB TOTAL	**143,732**	**150,231**	**177,925**	**-4.3%**	**-19.2%**	**560,224**	**533,664**	**5.0%**
SIG. SAM./ SCI.& MED. LIBRARIES	INTERNAL CANON	20,944	6,465	24,369	224.0%	-14.1%	56,155	80,524	-30.3%
	SUB TOTAL	**20,944**	**6,465**	**24,369**	**224.0%**	**-14.1%**	**56,155**	**80,524**	**-30.3%**
TOTAL ALL LOCATIONS		**164,676**	**156,696**	**202,294**	**5.1%**	**-18.6%**	**616,379**	**614,188**	**0.4%**

UNIVERSITY OF TORONTO LIBRARY

Photoduplication Services
Coin–Op Monthly Report

ROBARTS LIBRARY

OCTOBER 3, 1994

No.	Make/Model	Serial No.	Location	Start Meter Reading	Finish Meter Reading	Total Copies This Month	Meter Credits	Comments
C–4	NP 4035	CECO1088	10th	1205482	1221239	15,757	20	
C–5	NP 4035	CECO1049	12th	1263219	1272704	9,485	0	
C–6	NP 4035	CECO0923	11th	1324408	1340225	15,817	30	
C–7	NP 4035	CECO1403	3rd	1438651	1452194	13,543	0	
C–8	NP 4035	CECO1404	4th	1010021	1023510	13,489	0	
C–9	NP 4035	CECO0410	9th	1240094	1254987	14,893	0	
C–10	NP 6150	CRJ01743	Govt Pub	1118370	1129195	10,825	25	
C–11	NP 4040	CEB03014	3rd	1069621	1085604	15,983	20	
C–12	NP 8570	CDC07192	3rd	266060	278875	12,815	120	
C–13	NP 6650–2	CYR08942	MAP LIB	486458	487948	1,490	0	
C–14	NP 6650–2	CYR09350	4th	792741	810199	17,458	0	
C–15	NP 6650–2	CYR09506	3rd	803443	825850	22,407	60	
C–16	NP 6650–2	CYR09714	3rd	930130	948175	18,045	0	
C–17	NP 6650–2	CYR09852	3rd	763450	778501	15,051	45	
C–18	NP 6150	CRJ01654	E A L	819501	823715	4,214	0	
C–19	NP 6650	CRG03343	13th	176506	188420	11,914	320	
			SUB TOTAL			213,186	640	150
G–1	1824ZS		MAP LIB	72724	75695	2,971	0	
			SUB TOTAL			2,971	0	
			MONTHLY TOTAL			216,157	640	0

SIG.SAM./SCI.& MED. LIBRARIES

No.	Make/Model	Serial No.	Location	Start Meter Reading	Finish Meter Reading	Total Copies This Month	Meter Credits	Comments
C–2	NP 4035	CECO0489	F Booth	1160745	1176606	15,861	39	
C–3	NP 4035	CECO0424	Sig Sam	1613055	1634891	21,836	25	
C–4	NP 4035	CECO0463	Sci PRR	1325565	1347033	21,468	0	
C–5	NP 4035	CECO1050	Sci PRR	1113839	1127077	13,238	0	
C–6	NP 4035	CECO1034	Sig Sam	1654727	1676247	21,520	20	
C–7	NP 4035	CECO0621	Sig Sam	1445406	1467979	22,573	30	
C–8	NP 4035	CECO1108	Sci ELE	1528720	1549639	20,919	0	
C–9	NP 4040	CEB03022	Sig Sam	1216769	1230018	13,249	30	
C–11	NP 6650–2	CYR09969	Sig Sam	921663	943270	21,607	0	
C–12	NP 6650–2	CYR09943	Sci L–3	966938	991247	24,309	0	
C–13	NP 6650–2	CYR09668	Sci PRR	972247	1000420	28,173	0	
C–14	NP 6650–2	CYR09464	Sig Sam	1140625	1171200	30,575	0	
C–16	NP 6650	CWN07211	Sig Sam	166190	192124	25,934	0	
			MONTHLY TOTAL			281,262	144	

EARTH SCIENCES LIBRARY

C–1	NP 4035	CEC00992	ESL	816592	821188	4,596	0	
C–2	NP 6650–2	CYR09376	ESL	564234	575660	11,426	0	
			MONTHLY TOTAL			16,022	0	

ENGINEERING LIBRARY

C–1	NP 4035	CEC01066	ENG LIB	1371392	1383239	11,847	0	
C–2	NP 4035	CEC00429	ENG LIB	1230369	1240309	9,940	0	
C–3	NP 4035	CECO1324	ENG LIB	1154952	1160468	5,516	0	
			MONTHLY TOTAL			27,303	0	

PHARMACY LIBRARY

C–15	NP 6650–2	CYR10214	PHARM	830981	833627	2,646	0	
			MONTHLY TOTAL			2,646	0	

TOTAL ALL LOCATIONS	543,390	784	

PHOTODUPLICATION SERVICES

September 1994

ROBARTS LIBRARY

Photocopy Booths – Monthly Operating Statistics Summary

NO.	MACHINE	SERIAL NO.	START METER	FINISH METER	METERED COPIES	COMMENTS
A	Canon NP6650	CUB02589	678342	688641	10,299	
B	Canon NP6150	CUD00413	34476	43261	8,785	
	Canon C.L.C 200	CVH01453	6096	6209	113	
	KODAK 1575	5273155	1807473	1945351	137,878	
			Total Metered Copies		157,075	

CREDIT COPIES	Col.1 CURRENT MONTH	Col.2 PREVIOUS MONTH	Col.3 THIS MONTH LAST YEAR	Col.4 % Inc./(Dec.) Col.1/Col.2	Col.5 % Inc./(Dec.) Col.1/Col.3	Col.6 YEAR TO DATE CURRENT YEAR	Col.7 YEAR TO DATE PREVIOUS YEAR	Col.8 % Inc./(Dec.) Col.6/Col.7
CHARGE ACCOUNTS	0	0	0	–	–	0	901	-100.0%
DOCUMENT DELIVERY	9,181	8,261	6,012	11.1%	52.7%	37,773	31,208	21.0%
INSTITUTIONAL MEMBERS	0	0	0	–	–	0	226	-100.0%
INTERNAL (Canon)	8,441	9,773	7,626	-13.6%	10.7%	35,677	48,891	-27.0%
METER CREDITS	50	0	8	–	525.0%	2,228	139	1502.9%
WASTE COPIES	302	114	201	164.9%	50.2%	962	1,187	-19.0%
PAID COPIES(Canon)	1,110	672	897	65.2%	23.7%	5,798	5,351	8.4%
SUB TOTAL	19,084	18,820	14,744	1.4%	29.4%	82,438	87,903	-6.2%
INTERNAL (Kodak)	135,291	140,458	170,299	-3.7%	-20.6%	524,547	484,773	8.2%
METER CREDITS	2528	404	60	525.7%	4113.3%	6,158	5,893	4.5%
WASTE COPIES	59	75	296	-21.3%	-80.1%	242	749	-67.7%
PAID COPIES (Kodak)	0	0	0	–	–	180	800	-77.5%
SUB TOTAL	137,878	140,937	170,655	-2.2%	-19.2%	531,127	492,215	7.9%
INTERNAL (Color Copier)	19	7	41	171.4%	-53.7%	305	154	98.1%
METER CREDITS	13	0	9	–	–	32	30	6.7%
WASTE COPIES	9	4	22	125.0%	-59.1%	38	99	-61.6%
TOTAL PAID COPIES	72	36	45	100.0%	60.0%	279	573	-51.3%
1. B. & W. PAID	30	21	28	42.9%	7.1%	167	475	-64.8%
2. FULL LONG	15	6	0	150.0%	–	29	19	52.6%
3. FULL SHORT	27	9	15	200.0%	80.0%	83	77	7.8%
SUB TOTAL	113	47	117	140.4%	-3.4%	654	856	-23.6%
TOTAL COPIES	157,075	159,804	185,516	-1.7%	-15.3%	614,219	580,974	5.7%

SIG.SAM./ SCI. & MED. LIBRARIES

NO.	MACHINE	SERIAL NO.	START METER	FINISH METER	METERED COPIES	COMMENTS
A	Canon NP6650	CUB02637	629057	654862	25,805	
D	Canon NP6650-2	CYR09482	296078	309866	13,788	
B	Canon NP6150	CUD00440	1415681	1437812	22,131	
C	Canon NP6150	CUD00392	1155015	1170803	15,788	
			Total Metered Copies		77,512	

CREDIT COPIES	Col.1 CURRENT MONTH	Col.2 PREVIOUS MONTH	Col.3 THIS MONTH LAST YEAR	Col.4 % Inc./(Dec.) Col.1/Col.2	Col.5 % Inc./(Dec.) Col.1/Col.3	Col.6 YEAR TO DATE CURRENT YEAR	Col.7 YEAR TO DATE PREVIOUS YEAR	Col.8 % Inc./(Dec.) Col.6/Col.7
CHARGE ACCOUNTS	7	823	0	–	ERR	830	433	91.7%
DOCUMENT DELIVERY	17,472	2,117	9,209	725.3%	89.9%	34,685	16,253	113.4%
INSTITUTIONAL MEMBERS	114	35	79	225.7%	44.3%	244	738	-66.9%
INTERNAL COPIES	20,944	6,465	24,369	224.0%	-14.1%	56,155	80,524	-30.3%
METER CREDITS	0	0	149	–	–	183	717	-74.5%
WASTE COPIES	553	161	326	243.5%	69.6%	1,104	887	24.5%
PAID COPIES (Canon)	503	671	1,248	-25.0%	-59.7%	2,635	4,439	-40.6%
SUB TOTAL	39,593	10,272	35,371	285.4%	11.9%	95,836	103,991	-7.8%
DOC.DEL./INTERNAL	37,166	59,910	52,166	-38.0%	-28.8%	266,467	271,769	-2.0%
METER CREDITS	0	50	0	-100.0%	–	104	529	-80.3%
WASTE COPIES	753	854	788	-11.8%	-4.4%	3,568	4,155	-14.1%
SUB TOTAL	37,919	60,814	52,954	-37.6%	-28.4%	270,139	276,453	-2.3%
TOTAL	77,512	71,086	88,325	9.0%	-12.2%	365,975	380,444	-3.8%

PHOTODUPLICATION SERVICES

Yearly Statistics 1993/94

	1993/94	1992/93	%
Patron Operated	7,811,971	7,873,470	-0.8%
Staff Operated	31,077	54,576	-43.1%
Document Delivery	789,227	761,727	3.6%
Sub Total	8,632,275	8,689,773	-0.7%
Internal Library Depts.	1,352,416	1,304,965	3.6%
Waste	15,903	25,081	-36.6%
Sub Total	1,368,319	1,330,046	2.9%
TOTAL	10,000,594	10,019,819	-0.2%

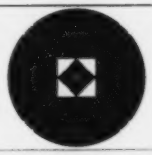
METER CREDITS

Booth Copiers	12,440	14,408	-13.7%
Public Copiers	9,285	22,485	-58.7%

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SERVICES & PRICING

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

SERVICES OFFERED BY THE UNIVERSITY LIBRARY PHOTOCOPY CENTERS

The University Library system has more than 55 copiers located in five Library buildings: Main Library, Science/Engineering Library, Music Library, Architecture Library, and the Center for Creative Photography. Many of these copiers are self-serve, but there are also photocopy centers located in the Main Library and the Science/Engineering Library. At the Photocopy Centers we will be happy to make copies for you from books, periodicals, maps, microfiche/film, and other formats (so long as the request is in compliance with the copyright laws). We offer a copycard which allows individuals to make their own copies at a reduced rate. These cards may be purchased at either of the Photocopy Centers.

We also offer "Copies by Campus Mail". Tell us the title of a journal article or thesis, and we'll retrieve the item, make the copy(s), and send it to you via campus mail (for an additional fee we deliver to your department). We will be happy to mail you a supply of order forms and a price list if you call 621-4863.

All of our services may be charged to departmental account numbers.

The hours that the Photocopy Centers are open are as follows:

	Main Library	Science Library
Monday - Thursday	7:30am-11pm	8am-7pm
Friday	7:30am- 6pm	8am-5pm
Saturday	10am- 6pm	noon-5pm
Sunday	11am-11pm	1pm-7pm

PHOTOCOPY PRODUCTS/SERVICES

COPIES (per imprint)	
White paper	
8 1/2 x 11	.10
11 x 17	.15
Color paper	
8 1/2 X 11	.15
Card stock (8 1/2 x 11)	.25
Microfilm	
paper copy	.25
Microfiche	
paper copy	.25
Transparencies	1.00
Maps	2.25 - 4.69 (price varies, depending on size)
COPYCARDS	
$20.00 card	21.00
$10.00 card	11.00
$ 5.00 card	6.00
BINDERY	
Cover	.75
Small spiral (for less than one inch)	1.00
Large spiral (for more than one inch)	2.00
DISKS	
3 1/2 inch	
1.44 MB DS/HD	1.00
720 KB DS/DD	1.00
5 1/4 inch	
360 KB DS/DD	.75
1.2 MB DS/HD	1.00
LIBRARY SKILLS BOOKS	9.50

University of California - Irvine

LIBRARY ADDITIONAL SERVICES 1994/1995

COPY SERVICE:	RECHARGE RATE	OFF-CAMPUS RATE
PHOTOCOPY (BLACK EXPOSURE ONLY)	$.05/EXPOSURE	(NOT IMPLEMENTED)
REGULAR 11" PHOTOCOPY/WHITE PAPER	$.05/EXPOSURE	(NOT IMPLEMENTED)
MEDIATED/SPECIAL COPIES	$.10/EXPOSURE	SAME
XEROCOPY PAPER 11" WHITE & COLORS/14" WHITE	$.05/SHEET OR COST/REAM	SAME
ACID FREE PAPER 11"	$5.00/REAM	N/A
ACID FREE PAPER 14"	$10.00/REAM	N/A
LIBRARY MEMO PAPER 11"	$21.00/REAM OR COST	N/A
SPECIAL PAPERS (RESUME', THESIS, 17")	$.10/SHEET	SAME
DEBIT COPY CARDS (TRUE FACE VALUE)	$5.00, $10, & $25	SAME
COPY CARD DEPOSIT (NON-REFUNDABLE)	$.50	SAME
LOST CREDIT CARD FEE	$10.00/EACH ACCT/FUND OCCURRENCE	SAME
LASER PRINTER EXPOSURES	$.25/EXPOSURE	SAME
MICROFORM PRINTS	$.25/EXPOSURE	SAME
TRANSPARENCIES	$.65/EACH	SAME
90 MINUTE TDK HIGH SPEED DUB CASSETTES	$1.30/EACH	SAME
SERVICE FEE/JOB, ARTICLE, OR HOUR	$4.00	SAME
PRINTING FROM PUBLIC ACCESS TERMINALS	$.05/EXPOSURE	
FUTURE MISCELLANEOUS LIBRARY SERVICES	COST + 5%	SAME

	LIBRARY RECHARGE	CAMPUS RECHARGE	
3.5" DS/DD DISKETTES (COLORS)	$.75/EACH	$1.75/EACH	SAME
3.5" DS/HD DISKETTES (BLACK)	$1.25/EACH	$2.25/EACH	SAME
5.25" DS/DD FORMATTED DISKETTES (COLORS)	$.75/EACH	$1.25/EACH	SAME
3.5" DISKETTE STORAGE BOX (HOLDS 5 DISKS)	$1.00/EACH	$1.00/EACH	SAME

MEDIA LAB:
FILM CLEANING — $5.00/TITLE

COMPUTER ASSISTED RESEARCH SERVICES: — $10.00/HOUR — $70.00/HOUR
(DATABASE VENDOR COSTS ARE ADDED TO THE ABOVE RATES)

INTERLIBRARY LOAN REQUESTS: — RECHARGED AT COST (CHARGED BY LENDING INSTITUTION) — N/A

NEW SERVICES APPROVED 1993/1994
(CURRENTLY NOT IMPLEMENTED)
FAX - SENDING OR RECEIVING — $1.00/PAGE/U.S. — SAME

RATE ADJUSTMENTS APPROVED 1993/1994
(CURRENTLY NOT IMPLEMENTED)

	UC-RECHARGES	UC-PATRONS	NON-UC PATRONS
PHOTOCOPY (BLACK EXPOSURE ONLY)	NO ADJUSTMENT	$.05,$.065,$.075	$.10/CARDS
REGULAR 11" PHOTOCOPY/WHITE PAPER	NO ADJUSTMENT	$.05,$.065,$.075	$.10/CARDS
COIN-OP PHOTOCOPIES	NOT AVAILABLE	CARDS AVAILABLE	$.20/COINS

1994/1995 RATE ADJUSTMENT REQUEST
DOCUMENT DELIVERY SERVICE:

(CURRENT RATES)	UCI CAMPUS RECHARGES	
PAGED PHOTOCOPIES	$.20/EXPOSURE	
PAGED MICROFORM COPIES	$.50/PRINT	
(RATE ADJUSTMENT REQUESTED)		
PAGED PHOTOCOPY REQUEST (INCLUDES 20 EXPOSURES)	$3.50/REQUEST	($.20/EACH EXPOSURE OVER 20)
PAGED MICROFORM REQUEST (INCLUDES 10 EXPOSURES)	$3.50/REQUEST	($.50/EACH EXPOSURE OVER 10)

U.C.L.A. REPROGRAPHIC SERVICE

Hours: 8am - 4:30pm
Monday - Friday
(except holidays)

2081 Engineering I
University of California, Los Angeles
310 / 825-9905

MICROFILMING

Microfilming (35mm negative)

bound/unbound materials	.18/exposure
reel and box set (silver)	1.50
reel and box set (blue or red)	1.80
minimum charge for microfilming	10.00/order

Microfilm Duplication

reverse image (neg. to pos., pos. to neg.)	.18/foot
minimum charge for reverse image	18.00
direct image (neg. to neg., pos. to pos.)	.25/foot
minimum charge for direct image	25.00

Microfilming: 16mm/Microfiche

Bound/Unbound Materials	.10/exposure
Charge per jacket *	.50
Charge per envelope	.10
Minimum charge for microfiche with less than 30 frames	3.00
Minimum charge per order/ microfilming & jacketing	25.00
Duplicate	.50 ea.
Minimum charge for duplication	10.00

PHOTOCOPY

Paper Copy from Microfilm

xerox copyflo prints	.18/foot
minimum charge for copyflo order	25.00

Microfilm/fiche Reader/Printers

self-service	.27/print *
made by department	.50/print

Self Service Photocopies

color copies (Arts Library)	1.00 each*
coin: 11 x 17 {Map/Music Lib.}	.10/each
debit card: 8.5 x 11, 8.5 x 14	.075/print
contract/grant card (11"/14")	.065/print

Department Made Photocopies

11 x 17	.35/print
8.5 x 11 and 8.5 x 14	.20/print
minimum order	7.00

* prices include sales tax

Miscellaneous Fees

special handling	15.00/hour
search fee for loaning materials	3.00
minimum shipping and handling charge	2.90

Prices effective July 1, 1993 through June 30, 1994

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U.C.L.A. REPROGRAPHIC SERVICE

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RESTRICTIONS ON NON-CIRCULATING MATERIALS

Reproductions of rare and non-circulating materials are made at the discretion of the Library. The Library reserves the right to retain the negative master and furnish a positive copy. The costs of making the negative and positive copy will be charged to the customer.

COST ESTIMATES

Upon request, the Reprographic Service department will supply cost estimates at a minimum charge of $12.00. Additional labor units of $6.00 each will be billed for each 30 minutes of estimate preparation time beyond the first hour.

104

SHIPPING AND HANDLING FEES

All shipments mailed to destinations within the continental United States will be sent via First Class Mail unless otherwise requested by the customer. Shipments to foreign countries will be made via Air Mail, unless International Mail regulation invokes excessive charges or customer's request necessitates forwarding via Surface Mail. Charges are figured at cost of the postage + 25% (to cover UCLA Mail Room expenses) + cost of packing materials.

ORDERING/PAYMENT PROCEDURES FOR ACADEMIC, PUBLIC, INSTITUTIONAL & GOVERNMENT LIBRARIES

These orders should be submitted in triplicate, one item per page, to: U.C.L.A. Reprographic Services, Room 2081 Engineering I, 405 Hilgard Avenue, Los Angeles, CA 90024. If a purchase order on company letterhead is used, a bill will be issued after completion and shipment of the order. Prepayment is generally required on personal orders. Please furnish full bibliographical data for your order. An invoice will also be issued to cover charges for search time spent trying to locate material not housed within the U.C.L.A. Library System. Billing is monthly and payment is made according to terms on the invoice.

SPECIAL HANDLING

107

Orders consisting of unusual instructions or rare and aged materials necessitating special techniques, special care or extra time and judgment will be considered Custom Work, and as such are subject to a Special Handling Charge of $15.00 per hour. One hour is the minimum charge for such work.

108

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University of California - Riverside

Department: Rivera Library Copy Center

PROPOSED FY 93/94 RECHARGE RATES OR PRICING STRUCTURE

Good/Service Sold	% of Total Sales Volume	93/94 Rate	Proposed 94/95 Rate
Copies 8 1/2 x 11	58 %	.10/copy	.10/copy
Copies 8 1/2 x 14	3 %	.15/copy	.15/copy
Copies 11 x 17	2 %	.20/copy	.20/copy
Color Paper 8 1/2 x 11	1 %	.15/copy	.15/copy
Microfilm Copies	3 %	.25/copy	.25/copy
Microfiche Copies	13 %	.25/copy	.25/copy
Duplicate Microfiche	1 %	.25/copy	.25/copy
Microcard Copies	1 %	.50/copy	.50/copy
Disk Print Copies	2 %	.15/copy	.15/copy
Transparency	3 %	.50	.75
Collating .01/sheet	1 %	.01/sheet	
Laminating	3 %	1.00/ft.	1.00/ft
Binding Spiral	2.5%	3.00 per vol.	3.00 per vol.
Fastback binding	2.5%	2.50 per vol.	2.50 per vol.
Sending Fax's U.S. and Sending Fax's International (plus the Telephone call)	4 %	1.75 per page	1.75 per page

University of California, Riverside
Rivera Library

COPY CENTER

PRINTING THE RESULTS OF A DATABASE SEARCH AT THE COPY CENTER

For your convenience, the **Copy Center** now offers printing from various library databases, at thecost of only .15 per page. You may use this new service in two ways:

1. You may dwonload your **CD-ROM database** searches onto a floppy disk, following the instructions for "save to file" or "download." (Formatted floppy disks may be purchased from the **Vending machine** north of the Circulation Desk.) Bring the disk with the downloaded data to the Copy Center for printing.

2. You may send your MELVYL search results to the Copy Center using **MELVYL Mail**. The E-Mail address is **COPYCNTR@UCRAC1.UCR.EDU.** Allow an average of 15 to 20 minutes for MELVYL Mail to reach the Copy Center. Record the mail ID number so that your file can be identified by staff at the Copy Center. See the back of this sheet for complete instructions.

Mail messages must be picked up at the Copy Center within two working days, otherwise they will be deleted.

A quality print will be made of your file using a Hewlett Packard Laser Jet IV printer.

At this time, the printing service is only available for library database file results.

Printing will be done on request whenever possible. The Copy Center will print from 8:00 a.m. until 15 minutes before the Copy Center's closing time. The Copy Center is located on the first floor of the Rivera Library, behind the Circulation area. Its normal operating hours* are as follows:

Monday thru Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday and Sunday	1:00 p.m. to 5:00 p.m.

*Always check the Schedule of Hours for the current Copy Center operating hours.

Sending MELVYL® Results to the Copy Center
(or to any electronic mail address)*

Default: CAT-> mail to copycntr@ucrac1.ucr.edu
(Note that the Copy Center address contains the **number 1**, not the letter l.)

Results will be in the default short display, i.e, author, title and publication information. The call number is included in CAT, TEN, and PE searches only.

List and Loc UCR: PSYC-> mail list loc ucr to copycntr@ucrac1.ucr.edu

Add LOC UCR to any journal index search to get our call number.

To save results to a list, type SAVE <citation number> while displaying the results. Continue the list in another database by typing the appropriate abbreviation, e.g., MED, CC, TEN, at the prompt. Typing START <database> will erase the previously saved list.

Display Options: CC-> mail list loc ucr to copycntr@ucrac1.ucr.edu

MAGS-> mail 1-50 abs loc ucr to copycntr@ucrac1.ucr.edu

* TEN-> mail list rev to someone@somewhere.edu

Any combination of MELVYL display options may be used in a MAIL command.

Send: After you type the MAIL command and hit the Return key, you will be prompted to confirm (YES) or cancel (NO).

```
MELVYL Catalog Search:    F TW FLEAS
Display:                  long
will be mailed to:        COPYCNTR@UCRAC1.UCR.EDU

Type: YES (or press RETURN) to mail
      NO to cancel this request
      HELP for assistance
```

Then a **MAIL ID#** will appear on the screen with the following message:

Your mail request has been submitted and assigned mail id: LBY11498

ALWAYS record the MAIL ID # and take it to the Copy Center when you are ready to have your results printed.

* You may mail MELVYL® results to any Internet or Bitnet address.

rev sp 3/94

UNIVERSITY OF CALIFORNIA, SAN DIEGO
LIBRARY PHOTOCOPY RATES
EFFECTIVE SEPTEMBER 1, 1994

Self-Service Copying

		Paper Size	
		8 1/2" x 11"	8 1/2" x 14" or 11" x 17"
Coin-op:		$.10/copy	$.15/copy
Budget card: (UCSD budget number users only)		.07/copy	.10/copy
Debit card: (Available to all: on sale in most campus libraries)	Card Price		
	$ 5.00	$.10/copy	$.15/copy
	10.00	.08/copy	.13/copy
	15.00	.05/copy	.10/copy

Staff-Mediated Copying

Library or PLUS staff retrieves material from its collection and copies it; includes mailing:

UCSD faculty, staff, students:	$3.50 per individual article; $ .15 per each exposure over the first 50.
* Non-profit organizations, and Corporate Associates:	$8.00 per individual article; $ .15 per each exposure over the first 15.
* All others: (billing not available to individuals, MC and VISA accepted)	$10.00 per individual article; $ .15 per each exposure over the first 15.

Large format copies (36" X 24" or 36" X 48") are available with a copy card at Scripps Library. The price is $2.00 if purchased with a budget card and $3.00 if purchased with a special OZALID debit card (available at the front desk of Scripps Library).

* Rush service available at some libraries for a $10.00 - $20.00 surcharge. Please contact the library that owns the material or PLUS for more information.

UCSD faculty, staff or student retrieves material and Library Staff photocopies:

$ .15 per exposure; $3.00 charge per order for postage and handling if mailed to an off-campus address.

All other users - retrieve material and Library or PLUS* staff photocopies:

$10.00 per individual article; $.15 per each exposure over the first 15.

*PLUS Information Service is a program designed to assist businesses, professionals, government agencies, and community members with their information needs. They can be reached by calling 534-8622.

Printed Copies of Microforms

Self-service:

Coin-op, budget or credit card:	$ .15/print (8 1/2" x 11")

Staff-mediated:

UCSD faculty, staff, students:	$ 3.50 per individual article; $ .30 per exposure over the first 15 exposures.
All others:	$10.00 per individual article; $ .30 per exposure over the first 15 exposures.

Telefacsimile Charges

Photocopies of library materials can be sent via telefacsimile. A fax surcharge will be added to any set costs for Library Photocopy service.

UCSD faculty, staff, students, Corporate Associates:	No surcharge
All others in U.S.A.:	$3.00 - $5.00 surcharge plus the regular photocopy charges.
Outside the U.S.A.:	Cost of FAX transmittal plus the regular photocopy charges.

If you have questions, please contact Tammy Dearie, University Library, (619) 534-6816.

PHOTOGRAPHIC SERVICES

8:00 AM-5:00 PM
Monday-Friday

SERVICES OFFERED:

Copy Cards $5.00 @

Copying:
Black and White: 8 1/2 x 11 $.10 @
8 1/2 x 14 $.10 @
11 x 17 $.20 @
Color: 8 1/2 x 11 $.75 @
11 x 17 $1.25 @

Transparencies:
Black and White: $.60 @
Color: $1.35@

Paper by the Ream:
White 8 1/2 x 11 $4.25
Bond (White or Color) 8 1/2 x 11 $9.75

Posters (from 8 1/2 x 11 originals):

23 x 18	30 x 23
$1.50	$2.00

Lamination:
Patron $.50 per foot

Express Lettering Available Upon Request

Copy Card Options

❑ **Your two choices:**

You Do It ☞

1. **Purchase an empty** (0 value) **card** for $1.00 and **add** from 1 to 25 dollars (in 1 or 5 dollar increments) using the **Card Regenerator** machine mounted on the wall in the Copy Service Room.

We Do It ☞

2. **Purchase a preset card** for $15.00 ($1.00 card cost and $14.00 added value) using **cash**, a **check**, or a ten digit inter-departmental **charge number**.

❑ The preset cards are **exactly the same** as the empty ones ..... only with value already added. **Both cards are reusable** and may be refilled when empty or have additional value added at any time in the manner outlined above.

Self Service Rates

	Emory Affiliate Discount Card*	Card Operated	Coin Operated
Copy Prices:	.07 per copy	.10 per copy	.15 per copy
Microform Copy Prices:	.15 per copy	.20 per copy	.20 per copy
Business Periodicals Ondisc	.10 per copy	.20 per copy	N/A

** Discounted cards for Emory Faculty, Students, Staff, and Alumni must be purchased from Copy Service staff during regular business hours. You must present a valid Emory I.D. in order to purchase this card.*

WHAT TO CHARGE
(for staff-assisted copying)

Book Copying (on any machine, 8 1/2 x 11 or 8 1/2 x 14)	.25/each
For originals that can be dropped directly into the Oce 2400	.10/each
Two-sided drop-in copies (either one-sided to two-sided or two-sided to two-sided)	.15/each

NOTE: These rates are for WHITE PAPER or 3-HOLE WHITE
Add TWO CENTS per copy for COLORED/LEGAL PAPER.
Add FOUR CENTS per copy for QUALITY BOND or ASTROBRIGHT

FOR SPECIALTY COPYING:

Microforms	.40/each
Cardstock	.20/each
Transparencies	.60/each
Transparency Frames	.50/each
11"x 17"	.30/each

RATES FOR LIBRARY STAFF PERSONAL COPYING *

Single-sided copies white letter	.05 each
Double-sided copies white letter	.08 each
Single-sided copies white legal	.06 each
Double-sided copies white legal	.09 each
Single-sided copies ivory three-hole punch (3HP)	.06 each
Double-sided copies ivory three-hole punch (3HP)	.09 each
Single-sided copies pastel letter or legal	.07 each
Double-sided copies pastel letter or legal	.10 each
11 x 17 copies	.07 each
Copies on quality bond paper	.08 each
Single-sided copies astrobright	.08 each
Double-sided copies astrobright	.11 each
Copies on cardstock	.12 each
Enlargements/ reductions	.10 each
Book copying	.10 each
Transparencies/ Microform copies	.40 each

* *Rates apply to both self-service and staff-assisted copies made in Copy Service. Copies made on public machines with copy card are seven cents each.*

SINGLE SHEETS OF PAPER

White letter or legal	.01 each
Pastel	.02 each
Ivory 3-hole	.02 each
11 x 17	.03 each
Astro bright	.04 each
Bond	.04 each
Card Stock	.07 each
Labels (per sheet)	.30 each
Transparencies	.30 each
Transparency Frames	.50 each

University of Houston copy prices

Coin copies, 8 1/2" x 11" or 8 1/2" x 14"	- 10¢
Copicard copies, "	- 7¢
Microform coin copies	- 10¢
Microform Copicard copies	- 7¢
Coin copies, 11" x 17"	- 15¢
Copicard copies, "	- 12¢
Laser prints, UMI CD-ROM	- 7¢
Laser prints, microcomputer center	- 20¢
Duplicate microfiche	- 25¢
Typewriter, 20 minutes	- 25¢

Copies made by staff in the Library Copy Center:
see next sheet

LIBRARY COPY SERVICES
PRICE SCHEDULE

COLLATED Black & White Flat Copies

1¢ MORE PER COPY FOR COPIES ON BOND PAPER

No. of Originals	Copies per original 1-5	6-10	11-50	51-100	101-200	201-300	301-400	401+
1-4	.10	.10	.09	.08	.08	.07	.06	.06
5-9	.10	.09	.08	.08	.07	.06	.06	.05
10-20	.09	.08	.08	.07	.06	.06	.05	
21-50	.08	.08	.07	.06	.06	.05		
51-100	.08	.07	.06	.06	.05			
101-200	.07	.06	.06	.05				
201-300	.06	.06	.05					
301-400	.06	.05						
401+	.05							

AUTOMATIC Black & White Copies

1¢ MORE PER COPY FOR COPIES ON BOND PAPER

No. of Originals	Copies per original 1-5	6-10	11-50	51-100	101-200	201-300	301 +
1-4	.10	.09	.08	.07	.07	.06	.05
5-9	.09	.08	.07	.07	.06	.05	
10-20	.08	.07	.07	.06	.05		
21-50	.07	.07	.06	.05			
51-100	.07	.06	.05				
101-200	.06	.06	.05				
201-300	.06	.05					
300 +	.05						

Other Black & White:

Manual Copies	10¢
Book Copies	10¢
Reduction	25¢
Ditto Master	35¢
Transparency	65¢
Faculty Copies	10¢
Labels	20¢
Faculty Self-Service	05¢
Transparency Mounts	25¢
Cheshire Cover Stock	45¢/pair
Plain Cover Stock	45¢/pair

COLOR COPIES

Paper to Paer	$1.00
Slide to Paper	$1.25
Paper to Transparency	$1.50
Slide to Transparency	$1.90

SPIRAL BINDING

Price does not include covers.

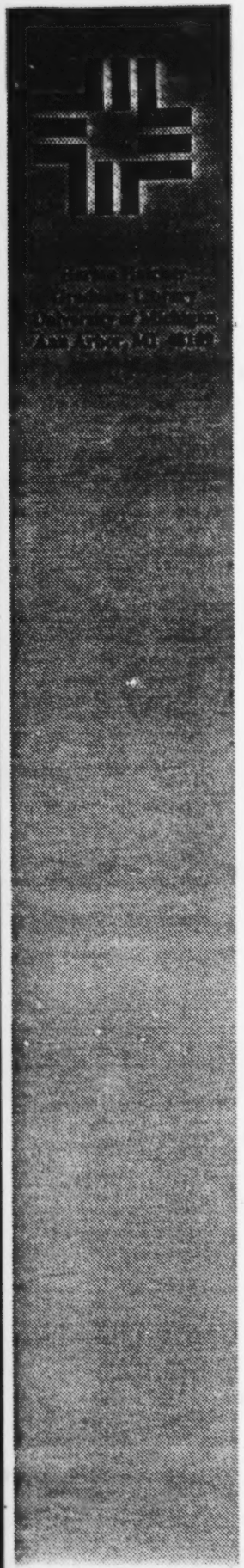
Ring Size	8 1/2" x 11"	8 1/2" x 14"	*Special materials or sizes charge
1/4"	$1.25	$1.50	$1.25
3/8"	1.25	1.75	1.25
1/2"	1.50	2.00	1.25
5/8"	1.50	2.25	1.25
3/4"	1.75	2.25	1.25
7/8"	1.75	2.25	1.25
1"	2.00	2.50	2.00
1 1/4"	2.25	2.75	2.00
1 1/2"	2.50	3.00	2.00

*Charge once to set size one time. Charge for each set if pages with set are different sizes.

THERMAL BINDING

Price does not include covers.

Width	Length	Cost
Narrow	11"	$1.00
Medium	11"	1.25
Wide	11"	1.50
Narrow	longer than 11"	$1.25
Medium	longer than 11"	1.50



PHOTOCOPY SERVICES IN THE GRADUATE LIBRARY

Self-service Photocopiers

Library users can copy materials at a number of public self-serve photocopiers in the Graduate Library. Copies are produced on standard white 20lb. paper, size 8 1/2" x 11" or 8 1/2" x 14". All copier locations take Vendacards (available for purchase in the library), at the following costs per copy:

Coin	10 ¢
Vendacard	7 ¢

Public photocopiers are installed in the following Graduate Library locations:

North Building:
- 2nd floor North Lobby (4 copiers)*
- 3rd floor North:
  - Documents Center (1 copier)*
  - East stacks (1)
- 4th floor, Asia Library (1)*
- 4A North, center stacks (1)

South Building:
- 2nd floor South, Serials and Microforms (6 copiers)*
- 3rd floor South, elevator lobby (1)
- 5th floor South, elevator lobby (1)

All locations take Vendacards. *Those marked with an asterisk also accept coins.*

Vendacard Purchase

Self-serve vendacard dispensers are located on the second floor in the South Lobby (2) and the North Lobby. The machines accept $1, $5, $10 and $20 bills; no change is given. At these machines you can purchase a new Vendacard or add money to an existing one.

Please note: A $1 bill must be used to purchase a card. The purchase cost of the card is 50¢, therefore a new card is dispensed with 50¢ credit.

New money can be added to a card in increments of $1, $5, $10 or $20.

Users wishing to charge the Vendacard to a UM departmental account, may purchase the card at the Library's Photoduplication Services, Room 2 Hatcher North (basement), 4-0404.

These cards will not work in copiers located at Kresge Business Library or the Law Library.

Change & Refunds

There are two change machines in the 2nd floor South Lobby, that will change $1 to dimes. Exchange for large bills is available in Photoduplication Services (Room 2 Hatcher North) Monday-Friday, 8am-5pm, and in Circulation Services (Room 104 Hatcher North) after 5pm and on weekends.

Refunds for bad or illegible copies are available in Circulation Services (Rm.104) for amounts up to $1. Refunds for larger amounts will be referred to Photoduplication Services.

To report any problems with a Vendacard see the staff in Photoduplication Services (Rm.2), Monday-Friday, 8am-5pm.

Library Photoduplication Services Dept.

Copy services are also available at the Photoduplication Services Copy Center, (Room 2 Hatcher North) where copies will be made for you at the following costs per page:

8 1/2" x 14" or smaller	12¢
11" x 17"	17¢
Color copies:	
8 1/2" x 14" or smaller	$1.00
11" x 17"	$2.00
Transparencies:	
8 1/2" x 11"	80¢
Color Transparencies:	
8 1/2" x 11"	$2.00

Other Services

Self-service MICROFORM READER/PRINTERS are also available on 2 South Hatcher to copy microfilm and microfiche, at the following costs per copy:

Coin	20¢
Vendacard	15¢

Staff in Serials and Microforms Services can provide assistance in using these machines. Reader/printers are also available in the Documents Center to copy the microforms in that collection.

Staff in the Map Library, 8th floor South, can provide assistance in obtaining special large-size copies of some maps.

ELLIS LIBRARY COPY SERVICE

PRICE LIST

University of Missouri

REGULAR COPIES

8 1/2 X 11 on white paper	$ .06 ea.
8 1/2 X 14 same price as 8 1/2 X 11	
8 1/2 X 11 on colored paper	$ .07 ea.
Parchment paper	$ .10 ea.
Bond paper	$ .10 ea.
11 X 17 on white	$ .10 ea.
Transparencies	$ .60 ea.
Microfiche copies made by customer	$ .15 ea.
Microfiche copies made by Copy Service staff	$ .20 ea.
Microfiche duplicates (plastic to plastic)	$1.25 ea.

FULL COLOR COPY SERVICE

8 1/2 X 11: 1 to 49	$1.30 ea.
50 to 99	$1.10 ea.
100+	$0.95 ea.
8 1/2 X 14	$1.30 ea.
11 X 17	$2.50 ea.
Full Color Transparency	$2.50 ea.

ITEMS LEFT TO BE COPIED

8 1/2 X 11	$ .06 ea.
Books or Journals	$ .10 per page

PHOTOCOPYING IN THE LIBRARIES

University Libraries
University of Nebraska-Lincoln
August 1994

Photocopy machines are available in Love Library and all of the branch libraries except the Mathematics Library.

FEATURES

Copying features vary from machine to machine.

Reduction and enlargement capability is present on all photocopiers.

All machines makes copies on standard or legal size paper.

11" x 17" copying is available only at the Architecture Library.

Edge copying, which allows you to photocopy close to the binding, is available on Xerox 5042 copiers in Love South, basement, and Love North, first floor. Edge copiers take copicards only.

Book copying, which makes copies of both pages of a book placed on the center line is available on all machines except the edge copiers. This feature requires use of a copicard.

Color copying is available at several nearby commercial photocopy centers.

COST

Cost of photocopies: Copies are $.05 per page. All copy machines, except for the edge copiers, take coins. All machines accept quarters, dimes and nickels.

CHANGE

A change machine is on 1st floor of Love South, near the Circulation Desk.

COPICARDS

Copicards may be used in all public photocopiers. Copicards can be purchased at any library circulation desk except Math, and are available in denominations of $5, $10, and $25. Cards sold at a circulation desk have a $1 refundable deposit; additional copies may be added at the vending station at any time.

A vending station, located near the Circulation Desk in Love Library, dispenses green copicards. The initial vended card costs $1, which includes 13 copies and $.35 for the cost of the card. Once a card is purchased from the vending station, it may be reinserted to add value in increments of $1, $10, or $20, up to a maximum of 513 copies. Vended cards may not be refunded for deposit. The vendstation does not give change or receipts.

Malfunctioning copicards can be taken to the Circulation Desk in Love Library. The cards will be fixed, usually by the next working day.

Only copicards purchased from the University Libraries work in library photocopiers. Cards purchased at the Schmid Law Library work only at Schmid.

REFUNDS

Refunds for unreturned coins may be obtained from the circulation desk. Refunds for bad copies are provided at the discretion of staff. Refunds will not be given for any unused copies on copicards or for copicards that have been damaged.

Information on this sheet is periodically updated and revised by staff at the University Libraries, University of Nebraska-Lincoln. If you have questions concerning this information, please call the Reference/Information Desk at Love Library, 472-2848.

The University of Nebraska-Lincoln, an Affirmative Action/Equal Employment Opportunity Employer, supports equal educational opportunity and offers educational programs without regard to age, sex, race, handicap, color, national or ethnic origin, marital status, veteran's status, religion, or sexual orientation.

UNIVERSITY OF NEW MEXICO
ZIMMERMAN AND CSEL COPY CENTER
PRICE LIST

==========

ZIMM: XEROX 9900, 5388 and 5042 (Full Service)
CSEL: XEROX 5052, 5042 and 2510 (Full Service)

8 1/2 X 11 AND 8 1/2 X 14	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL (MULTIPLE COPIES)	.04 PER COPY
11 X 17	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL	.05 PER COPY
ASTROBRIGHTS	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL	.05 PER COPY
PARCHMENT	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL	.06 PER COPY
3 - HOLE PUNCH PAPER	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL	.04 PER COPY
CARDSTOCK	
1 - 5 COPIES PER ORIGINAL	.15 CASH CUSTOMER .10 CHARGE CUSTOMER
6 OR MORE COPIES PER ORIGINAL	.06 PER COPY
LABELS	.30 PER COPY
TRANSPARENCIES COLOR TRANSPARENCIES AVAILABLE	.50 PER COPY

MICROFILM/MICROFICHE

SELF - SERVE	.10 CASH OR CHARGE
FULL - SERVE	.20 CASH OR CHARGE
REEL TO REEL (MICROFILM)	$20.00 PER REEL

VELO AND SPIRAL BINDING

HARD COVERS	$5.00 EACH
COMPOSITION COVERS WITH UNM LOGO	3.50 EACH
COMPOSITION COVERS	2.50 EACH
CLEAR PLASTIC AND PAPER COVERS	2.00 EACH
STRIP	1.50 EACH

TAPE DUBBING

VIDEO TAPE DUBBING	7.50 EACH
AUDIO TAPE DUBBING	2.10 EACH

COPICARD PURCHASE
COPICARD MAY BE PURCHASED OR VALUE ADDED ON VALUE ADDER

QUANTITY (APPROXIMATELY)	
71 COPIES	5.50
142	10.50
285	20.50
357	25.50
714	50.50

(.50 DEPOSIT REQUIRED)

COPICARD REFUND	.50 PER CARD
STAPLING	.01 PER STAPLE

LAMINATING

8 1/2 X 11	1.00 EACH
8 1/2 X 14	1.25 EACH
11 X 17	1.75 EACH

FOLDING AND CUTTING	4.00 PER 1,000

REVISED 8/10/94 SL

North Carolina State University

D. H. HILL LIBRARY PHOTOCOPY PRICES
(March 15, 1994)

The primary purpose of the Libraries' photocopy service is to provide good, reasonably priced copies of library materials as a substitute for loan so as to make such materials more readily available to the Libraries' users. It should be realized that it is not the Libraries' objective to provide copy service for non-library materials such as those services provided by the University's Copy Center and by off-campus vendors.

It should be realized also that there are many costs involved in providing copies of materials in the Libraries' collections other than the direct costs for staff, equipment, maintenance, supplies, etc. For example, photocopying damages library materials and increases the repair, binding, replacement, and other preservation costs associated with maintaining the Libraries' collections.

Book & Journal - Staff Copy Service*	
cash (over-the-counter)**	$0.15 per copy
charge (NCSU account)**	$0.15 per copy
charge (non-NCSU account)***	$0.25 per copy
handling fee (non-NCSU account)	$5.00 per item
pick-up fee (over-the-counter or NCSU acct)	$4.00 per item
rush fee	$3.00 per item surcharge
telephone orders (includes rush fee)	$5.00 per item surcharge
transparencies	$0.50 per copy
Book & Journal - Vending Copy Service	
coin-op cost per copy	$0.10
vend card:	
AllCampus Card per copy price	$0.06
D. H. Hill Library Copy Card per copy price	$0.08
Cost of D. H. Hill Library Copy Card with $0.32 value	$1.00
blank card without value added to card	$0.70
fee for charge purchase of vend card:	
NCSU account - blank card cost plus:	$1.00 per request to encode value at $0.06 per copy
non-NCSU account - blank card cost plus:	$1.00 per request to encode value at $0.10 per copy
Microform Publications Copy Service*	
paper copy/print self-service:	
coin-op price per copy/print	$0.20
AllCampus card price per copy/print	$0.15
D. H. Hill Library Copy Card price per copy/print	$0.18
fee for charge purchase of vend card:	
NCSU account - blank card cost plus:	$1.00 per request to encode value at $0.15 per copy/print
non-NCSU account - blank card cost plus:	$1.00 per request to encode value at $0.25 per copy/print
paper copy/print price - Staff Service for NCSU user**	$0.30
paper copy/print price - Staff Service for Others**	$0.50
fiche copy (cash)	$1.00 per copy
fiche copy (mail and/or invoice)	$1.00 per copy plus the microform handling fee.
handling fee - NCSU user	$4.00 per item
handling fee - Others	$8.00 per item
rush fee	50% per item surcharge
Telefacsimile Surcharge****	
page costs	$0.15 per page
telephone line costs:	
in-state	$0.13 per minute
out-of-state	$0.19 per minute

Exceptions to the Above Price Schedule

* If photocopied material is not picked up by the patron after at least two weeks and must be mailed, the following additional charge is added to the regular cost of the order: NCSU Account: $1.00
All Others: $5.00

** Handicapped Service: The cash rate is the vend card rate. The charge rate is the usual charge rate without the pick-up fee. Rush service is provided without a rush fee or pick-up fee.

*** Co-op Library Agreements (No handling fees are charged, but rush requests are not exempt from rush fees)
UNC System Libraries - patron use: $0.05 per copy. Applies only to requests from the main library.
Duke Perkins Library - patron use: No charge for routine requests. Rush fees do apply.
National Humanities Center: NCSU account charges. No handling fee.
(Replacement pages for binding and microform copies are charged at the regular campus rate for the above agreements.)

Medical School Libraries: Requests received directly by the Veterinary Medical Library are charged at the standard medical library rates. Such requests are not forwarded to the Hill Library.

**** UNC system and State medical libraries fax requests are limited to rush requests & a $3.00 rush fee is charged. No fax requests

University of Southern California

Reprographics Price Sheet

MICROFILM negative 35mm

Regular material	first exposure, each volume	$ 4.00
Further exposures in same volume		.15
Manuscript, rare and other difficult material - minimum extra charge		20%
Newspaper and similar material		request
Reel, box and tie, per set		.75

MICROFILM duplicate 35mm

Reverse image (positive from negative, negative from positive) per foot	.15
Minimum charge for each reverse duplicate film strip	12.00
Direct image (negative from negative, positive from positive) per foot	.25
Minimum charge for each direct duplicate film strip	20.00

ELECTROSTATIC POSITIVE PRINTS ("Xerox")

Book Copy Room window service (cash and carry only; no paperwork)

Up to 8½"x14", regular work, per print	.15
Up to 11"x17" sheet, from up to 10½"x16½" document, same size, or reduction to approximately 8½"x11", per print	.25

Mail Orders

Minimum charge for first volume in order, up to 3 prints	5.00
Minimum charge for successive volumes in order, up to 3 prints	3.00
4 - 10 prints from same volume, each	.25
11 - prints from same volume, each	.15
Surcharge for oversize or reduction prints, in addition to regular charge, each print	.25
Surcharge for special work (work difficult to handle, rare, other than our routine laboratory specifications, etc.), minimum 20% additional	
COPYFLO Xerox (paper) prints from negative microfilm, per paper foot	.15
Minimum charge for each portion of a reel printed	15.00

READER/PRINTER (microfilm, microfiche) prints (approximately 8½"x11")

Self-service, each print	.25
Made to order, per print, less look-up time	.50
look-up time, in addition to per print charge, $12/hour	
Minimum per reel, or per fiche	5.00

MISCELLANEOUS CHARGES

Minimum charge per order, exclusive of shipping and handling	5.00

Estimates $12/hour; minimum charge $6, by advance payment only
Special handling or special services, $12/hour

SHIPPING & HANDLING (surface, uninsured, minimum)

	U.S.	Foreign
Orders under $10	1.50	2.00
Orders over $10	2.50	3.00
Orders over $50	6.00	7.00

Effective July 1, 1981
Subject to change without notice

California sales tax will be added as applicable

Syracuse University

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443-5525

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	Sun	noon	- 10:00 p.m.

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Plus handling fee per reel	$ 6.00
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** Cost includes handling fee.

University of Toronto

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Sigmund Samuel/Science & Medicine
Engineering
Noranda Earth Sciences
Cheng Yu Tung East Asian
Pharmacy

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You may buy a card for $6.00 (50 copies) at the :

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Noranda Earth Sciences Library
Cheng Yu Tung East Asian Library
Pharmacy Library

Specialized Photocopying

Specialized staff-operated photocopying facilities are available at the Photoduplication Desks at Robarts and the Sigmund Samuel/Science and Medicine Libraries. Please see the price list for the services.

Photocopy charges and Cardmech cards may be charged to U of T appropriation numbers or Visa at the Photoduplication Desks.

PLASTI CA$HIER CARDMECH-CARD DISPENSER ENCODER

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Robarts Library, 3rd floor
Sigmund Samuel/Science & Medicine Libraries, Main floor
Engineering Library

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Overhead Transparencies	1.00 + P.S.T.

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50-100	0.10	0.11	0.12	0.15
100-300	0.09	0.10	0.11	0.14
300-500	0.08	0.09	0.10	0.13
500-1000	0.07	0.08	0.09	0.12

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Overhead transparencies	$3.50
Copy Editing	$3.00
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P.S.T. not included

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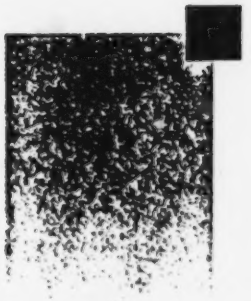

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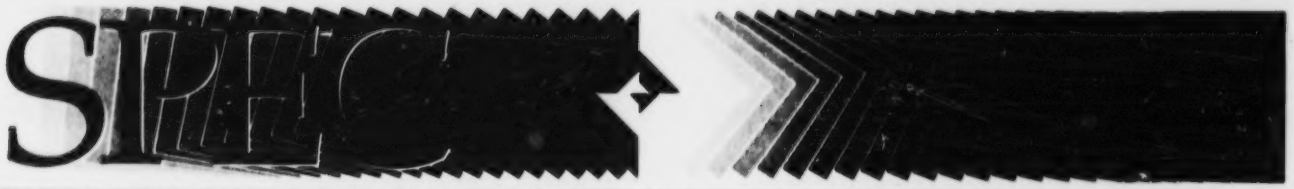

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Copies of microfiche onto microfiche	$0.50 per copy
Self-service microform reader/printers:	
Copies of microforms onto paper paid by Copy Card	$0.12 per copy
Copies of microforms onto paper paid by Coin/Currency	$0.15 per copy

In order to obtain the best self-service copy price, Library users are encouraged to purchase a Copy Card. Plastic Copy Cards may be purchased at any of the dispensers located throughout the Morris Library on all floors near the main stairs and also near the Circulation Desk. Copy Cards are available in a minimum denomination of one dollar and can be used indefinitely by adding value to the Card. Designated copy machines in the Reserve Room accept UD ID cards for copying by users with Flex accounts. All self-service photocopy machines accept Copy Cards except the designated group which accept UD ID cards with Flex accounts, and selected machines also accept coins and bills. A change machine which provides change for one dollar bills is located near the Circulation Desk.

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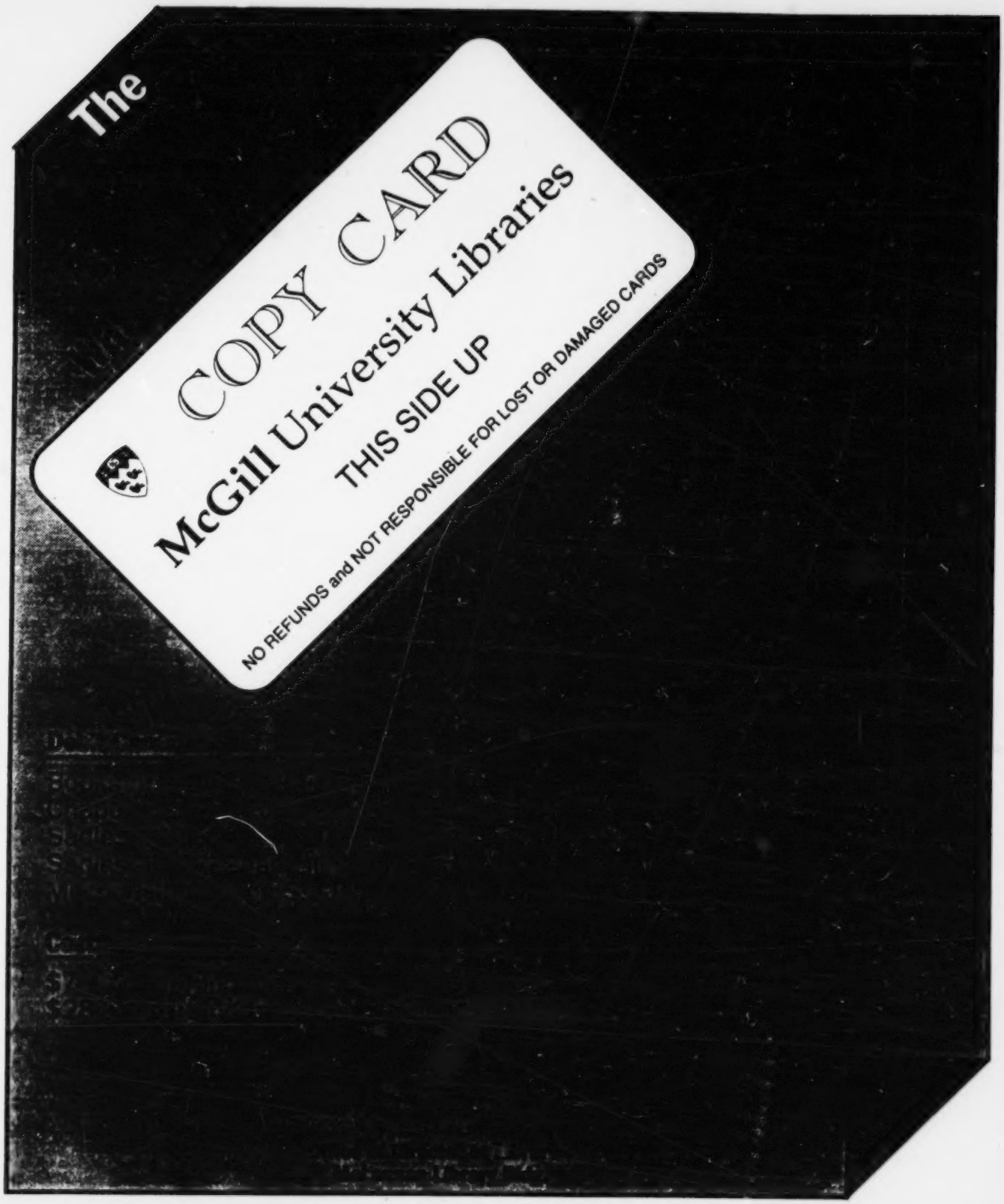

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1991 MISSOURI GYMNASTICS

17 School Records Set
Winner of Shakespeare Festival
Purina Cat Classic Floor Champion
Third-Place Finish at Big Eight Championships
Big Eight Individual Vault, Beam & Floor Champs
Two All-Big Eight Conference Gymnasts
Tenth Appearance in NCAA Regionals
First All-American Gymnast (Julie Dorn)
Big 8 Female Athlete Of The Year (Julie Dorn)

This was last year! Come see them this year!

MIZZOU 1992

Winners at season opener: Kim Leslie (Best All-around), Jennifer Sand, Kim Burton, Kellie Copeland, Leah Hicks and Jenny Schmidt.

Congrats on beating Nebraska (first time 11 years) Feb. 1

Congrats for winning The Shakespeare Festival (second year in a row) and to the top three gymnasts: Kim Leslie (Best All-around), Kim Burton and Jenny Schmidt.

Congrats to Jennifer Sand, Best on Floor, 1992 Cat Classic

Congrats on a fine performance (Second Place) 1992 Cat Classic.

Best wishes to coaches "Jake" Jacobson, Jeff Conner and Kris Buchheister (Great choreography, Kris!) for the 1992 year.

Congrats on being rated Ninth in the Nation as of Jan. 31, 1992.

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VAULT: J. SAND
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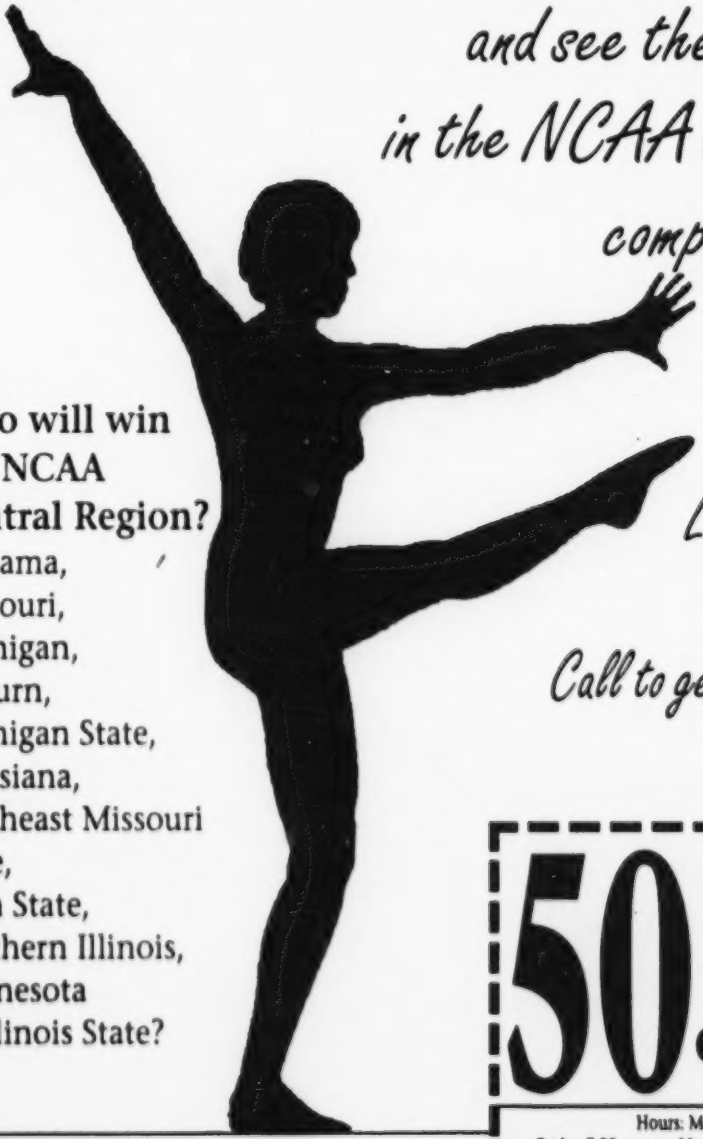
MIZZOU

Let's fill the Hearnes Center at 7 p.m. Saturday, April 11, and see the best gymnasts in the NCAA Central Region compete for national recognition.



Who will win the NCAA Central Region?
Alabama,
Missouri,
Michigan,
Auburn,
Michigan State,
Louisiana,
Southeast Missouri State,
Iowa State,
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Minnesota
or Illinois State?

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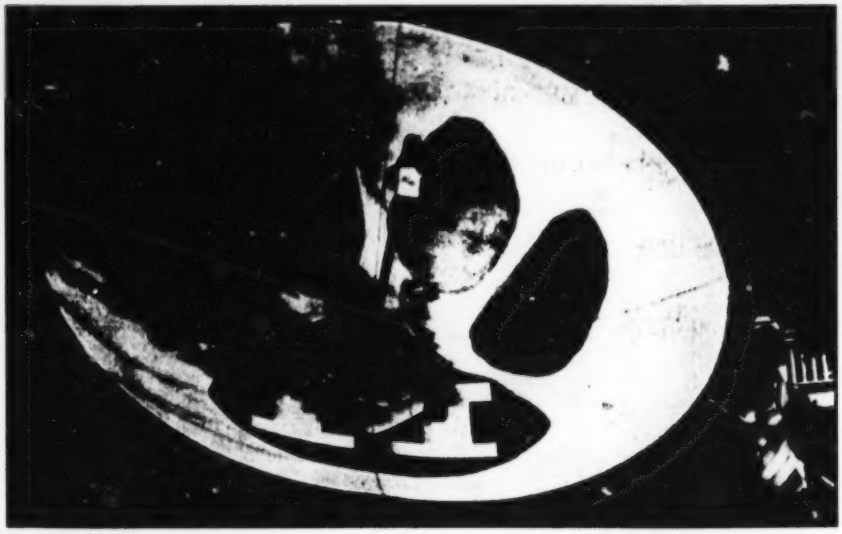
'25, MA '27, and his wife, Mary Fran, BS Ed '26, and his brother Fred, BS Ag '33, MA '38, and sister Vera Burk, BS Ed '36. Fred and I were teammates at Kirksville, Mo., and with the Tigers in 1930. After that reunion we met with a group of old timers of the Hickman High Class of '28. Wonderful to come home to Columbia.

Christy G. Turner, Journ '34
Tucson, Ariz.

A matter of degrees

In the summer issue you printed a biography of each candidate in the gubernatorial race. The biographical information was incomplete on Bill Webster. He attended the University of Kansas for four years on scholarship. He attended law school at the University of Missouri-Kansas City and received a JD from that institution in 1978. He received his BA in speech communications from Missouri Southern State College.

Tony Feather
Jefferson City



MU alumna Julie Barklage shows off her Tiger spirit with the satellite dish she painted at the Lake of the Ozarks.

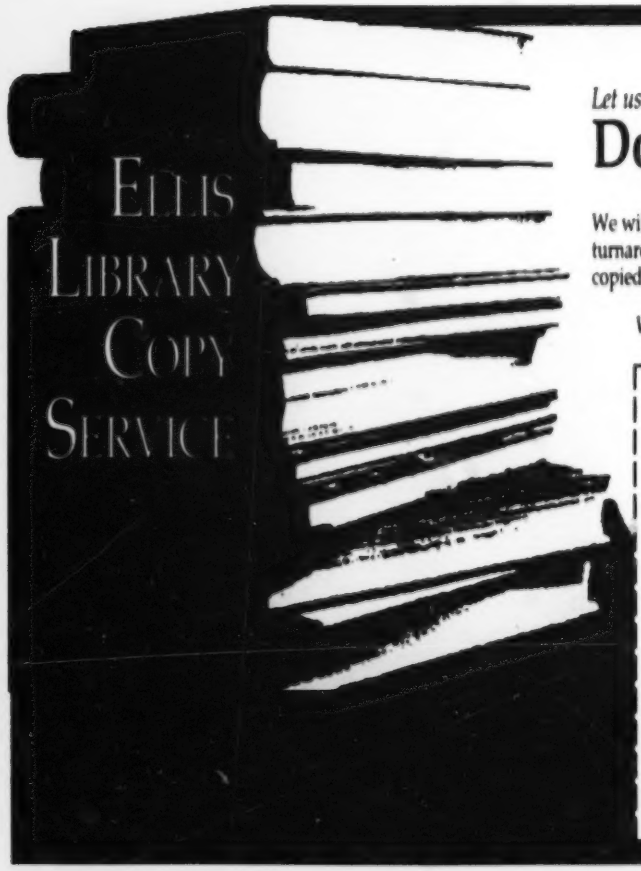
Tiger tracks TV

Four alumni and myself, an MU professor in mechanical engineering, have a Tiger paw on our satellite dish at the Lake of the Ozarks. Julie Barklage, BS Ed '79, did the painting. The alumni are: Dave Hollabaugh, BS EE '76, MS '78; Myron Rollins, BS EE '74; Karl Evans, BS EE '72, MS '76; and Jim Gettinger, BS EE '73, MS '75.

The dish is at the 3-mile marker behind Hawaii Island. Look for it.

Dr. Dave Wollersheim
Columbia

The *Missouri Alumnus* welcomes letters from alumni and friends. Please keep letters under 250 words. We reserve the right to edit for length.



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